

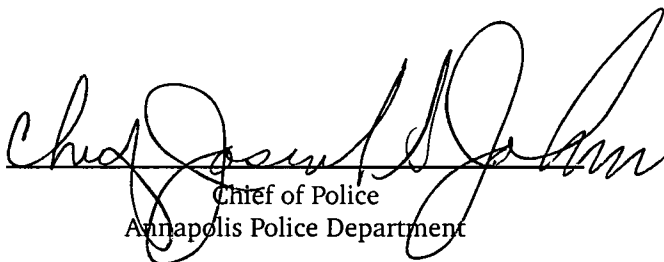
ANNAPOLIS POLICE DEPARTMENT

RECORDS MANAGEMENT PROGRAM

RECORDS RETENTION SCHEDULE

M-117

Approved by:



Chief of Police
Annapolis Police Department


3/01/2000
Date



City Clerk

3/10/00
Date

Approved by:



State Archivist
Maryland State Archives

APR 27 2000
Date

The above signatures constitute legal approval of the Records Retention Schedule contained in this HANDBOOK.

ITEM # (1)	TYPE OF RECORD (2)	UNIT # (3)	DISPOSITION (4)
300	<p><u>ADMINISTRATIVE RECORDS</u></p> <p>Includes audit, subpoena, communication, contract, correspondence, directives, directory, emergency, fiscal, inspection, investigation, legal, legislative, license, personnel, planning, printout, project, reports, and other administrative-related records.</p>		
301	<p><u>AUDIT RECORDS</u></p> <p>Includes audit records for management performance operations/controls.</p> <ul style="list-style-type: none"> • File A-Z by audit title and year date. • Arrange by city, state, federal, or independent audit as needed. 	2, 8 Other Unit(s)	Unit 8: Destroy after 5 years. Unit 2: Destroy after 3 years.
(1)	<p>302 <u>COMMUNICATION RECORDS</u></p> <p>Includes audio/visual, tapes, hot sheets, teletypes, news clippings, speeches, and other communications-related records.</p> <p><u>Audio/Visual Records</u></p> <p>Includes evidentiary/non-evidentiary videographs, computergraphs, and other recording media.</p> <ul style="list-style-type: none"> • Store in secure area. • Keep by CCN. • Recycle disks/tapes. 	14, 30, 35 40, 41 Other Unit(s)	Destroy after 5 years.

ITEM # (1)	TYPE OF RECORD (2)	UNIT # (3)	DISPOSITION (4)
(2)	<u>Communications Tapes</u> Includes twenty-four hours recorded radio and telephone communications from citizens, dispatchers, and other police personnel. <ul style="list-style-type: none"> • Keep in secure area. • Keep by day, month, and year date. • Limit access to authorized personnel. 	9	Unit 9: Delete after 60 days.
302	<u>COMMUNICATION RECORDS</u> (Continued) <ul style="list-style-type: none"> • Store in supply cabinets. 	Other Unit(s)	Delete after 1 year.
(3)	<u>Hot Sheets</u> Includes information bulletins for stolen vehicles, tags, missing persons, escapees, and other police-related incidents. <ul style="list-style-type: none"> • Conform to unit filing practices. • Limit access to authorized personnel. 	14, 20, 30, 35, 36, 37, 40, 42	Retain until superseded, then destroy.
(4)	<u>Information Bulletins</u> Includes union created information bulletins.	Applicable Unit(s)	Destroy after 30 days.

ITEM # (1)	TYPE OF RECORD (2)	UNIT # (3)	DISPOSITION (4)
(5)	<ul style="list-style-type: none"> • Conform to unit filing practices. <p><u>MILES/NCIC/NLETS Records</u></p> <p>Includes telecommunications messages for inter/intra state law enforcement operations.</p> <ul style="list-style-type: none"> • Keep in special envelopes by CCN and year date. • Keep A-Z by NCIC file category. • Adhere NCIC retention records. 	<p>9</p> <p>Other Unit(s)</p>	<p>Apply disposition standards listed below:</p> <ol style="list-style-type: none"> 1. Articles Property File: Destroy after 2 years. 2. Boats File: Destroy after 5 years. 3. Guns File: Destroy 1 year after removal date. 4. License Plates File: Destroy 1 year after expiration date. 5. Missing Persons File: Destroy 1 year after person found/located.
(6)	<p><u>News Clippings</u></p> <p>Includes newspaper clippings for internal/external communications.</p> <p>C File by year date.</p>	<p>8, 43</p> <p>Other Unit(s)</p>	<p>Unit 8: Destroy after 1 year.</p> <p>Other Units: Minimum retention 30 days.</p>
302	<p><u>COMMUNICATION RECORDS</u> (Continued)</p>		
(7)	<p><u>Press Releases</u></p> <p>Includes press releases for internal/external communications.</p> <ul style="list-style-type: none"> • File by year date. 	<p>42, 43</p>	<p>Destroy after 1 year.</p>

ITEM # (1)	TYPE OF RECORD (2)	UNIT # (3)	DISPOSITION (4)
(8)	<u>Rotation Lists</u> Includes vehicle towing operators for abandoned, impounded, illegally parked, scofflawed, and confiscated vehicles. • File by year date.	9, 20, 30, 31, 53 Other Unit(s)	Destroy 1 year after list expiration date.
(9)	<u>Speeches</u> Includes public information articles/speeches for external communications. • Files by year date.	8, 42, 43	Unit 8: Destroy after 5 years. Other Units: Destroy after 3 years.
(10)	<u>Teletype Messages Logs</u> Includes messages for internal/external communications. • Keep in 3-ring binders by numerical order and year date. • Cutoff by calendar year.	9 Other Unit(s)	Unit 9: Destroy after 1 year. Other Units: Destroy after 60 days.
(11)	<u>Telephone Messages Records</u> Includes telephone messages, books, slips for internal/external information.	Applicable Unit(s)	Minimum retention 30 days; maximum retention 1 year.
(12)	<u>Towing Lists</u> Includes lists for authorized licensed towing companies.	9	Destroy when updated.

ITEM # (1)	TYPE OF RECORD (2)	UNIT # (3)	DISPOSITION (4)
302	<ul style="list-style-type: none"> • Conform to unit filing practices. 	Other Unit(s)	
(13)	<p><u>COMMUNICATION RECORDS</u> (Continued)</p> <p><u>Trial Date Records</u></p> <p>Includes court requests from citizens for challenged parking fines.</p> <ul style="list-style-type: none"> • File by year date. • Cutoff by calendar year. 	32	Destroy after 3 years.
(14)	<p><u>Union Bulletins</u></p> <p>Includes union created information bulletins.</p> <ul style="list-style-type: none"> • Conform to unit filing practices. 	Other Unit(s)	Destroy after 1 year.
(15)	<p><u>Union Notices</u></p> <p>Includes unit created information notices.</p> <ul style="list-style-type: none"> • Conform to unit filing practices. 	Applicable Unit(s)	Destroy after 30 days.
(16)	<p><u>Vehicle Impound Lists</u></p> <p>Includes lists for impounded vehicles.</p>	9	Destroy when updated or obsolete.

ITEM # (1)	TYPE OF RECORD (2)	UNIT # (3)	DISPOSITION (4)
	<ul style="list-style-type: none"> • Conform to unit filing practices. 	Other Unit(s)	
(17)	<u>Other Communications Records</u> Includes other communications-related records not listed in above file categories.	Applicable Unit(s)	Minimum retention 1 year. Maximum retention 3 years.
303	<u>CONTRACT RECORDS</u> Includes contracts, agreements, compacts, leases, and other contract-related records.	8, 10, 17, 27, 42, 47, 49, 51	Destroy 1 year after contract expiration or cancellation date.
303	<u>CONTRACT RECORDS</u> (Continued) <ul style="list-style-type: none"> • Case file A-Z by contractee observer, participant, or bargaining unit, etc., and year date. • Arrange by type of contract as needed. 	Other Unit(s)	
304	<u>CORRESPONDENCE FILES</u> Includes general correspondence for internal and external communications.	2, 6, 8, 10, 12, 19, 23, 27, 28, 30, 32, 36, 46, 49, 53, 57	Destroy after 3 years.
	<ul style="list-style-type: none"> • Staple together all letters relating to each subject with most recent on top. • See Paragraphs 301-305 for subject filing instructions. 	Other Unit(s)	

ITEM # (1)	TYPE OF RECORD (2)	UNIT # (3)	DISPOSITION (4)
305	<ul style="list-style-type: none"> • DO NOT MINGLE CORRESPONDENCE WITH DIRECTIVES (308). <p><u>COURT ORDERS</u></p> <p>Includes court orders for public records disclosures.</p> <ul style="list-style-type: none"> • File by year date. 	Applicable Unit(s)	Destroy 1 year from issuance date.
306	<p><u>COURT SUMMONS</u></p> <p>Includes summons issued by Circuit/District Court for criminal/traffic violation cases.</p> <ul style="list-style-type: none"> • Enter in computerized system. • File A-Z by officer, ID #, and year date. • See computerized summons file (603). • Keep apart from other police records. 	57 Other Unit(s)	Destroy 60 days after court case disposition date.
307	<p><u>CRIMINAL SUBPOENAS</u></p> <p>Includes federal, county, and state courts issued criminal subpoenas.</p> <ul style="list-style-type: none"> • File by year date. • Keep apart from other police records. 	8, 14, 30, 46 Other Unit(s)	Destroy 1 year after issuance date.

ITEM # (1)	TYPE OF RECORD (2)	UNIT # (3)	DISPOSITION (4)
308	<p><u>DIRECTIVES RECORDS</u></p> <p>Includes general orders, personnel orders, special orders, memoranda, procedures, and other policy material to direct present and future police management operations.</p> <ul style="list-style-type: none"> • Keep in accessible places. • Keep in 3-ring binder(s). • File A-Z by type and number. • Keep apart from other records. • Distribute to affected units. • Establish receipt procedures. • Follow updating procedures. • Purge obsolete issuances. • Adhere to disposition standards. • Follow formats specified by General Order (B.11). • DO NOT MINGLE DIRECTIVES WITH OFFICE CORRESPONDENCE. • Donate copies to Maryland State Archives. 	8	<p>Retain permanently. Transferred periodically to the Maryland State Archives. Other copies to be destroyed when superseded or obsolete.</p>

ITEM # (1)	TYPE OF RECORD (2)	UNIT # (3)	DISPOSITION (4)
308	<u>DIRECTIVES RECORDS</u> (Continued)		
(1)	<u>Action Orders</u>		
(2)	<u>Bureau Directives</u>		
(3)	<u>Division Directives</u>		
(4)	<u>General Orders</u>		
(5)	<u>Memorandums</u>		
(6)	<u>Personnel Orders</u>		
(7)	<u>Policy Procedures</u>		
(8)	<u>Special Orders</u>		
(9)	<u>SOP Directives</u>		
(10)	<u>Other Directives</u>		
	Includes other directives not listed in above file categories.		

ITEM # (1)	TYPE OF RECORD (2)	UNIT # (3)	DISPOSITION (4)
	<ul style="list-style-type: none"> • Conform to unit filing practices. 	Unit(s)	
309	<p><u>DIRECTORY RECORDS</u></p> <p>Includes personnel rosters, listings, rosters, and other registers for agency personnel uses.</p>	17, 39	Destroy when superseded or updated.
309	<p><u>DIRECTORY RECORDS</u> (Continued)</p> <ul style="list-style-type: none"> • Distribute to affected units. • Keep in 3-ring binders. • Keep apart from other police records. • Keep in accessible places. 	Other Unit(s)	
310	<p><u>EMERGENCY CONTACT LISTS</u></p> <p>Includes telephone numbers and individual names for emergency notifications.</p>	9 Other Unit(s)	Destroy when superseded or obsolete.
311	<p><u>EMERGENCY OPERATIONS RECORDS</u></p> <p>Includes emergency management plans for natural, man-made disaster, events, and other unusual occurrence records.</p> <ul style="list-style-type: none"> • File A-Z by plan and year date. 	8, 30, 36, 45, 46, 49, 50, 52 Other Unit(s)	Destroy when superseded or obsolete.

ITEM # (1)	TYPE OF RECORD (2)	UNIT # (3)	DISPOSITION (4)
	<ul style="list-style-type: none"> • Arrange by plan type as needed. • Keep plans current and updated. • Keep in 3-ring binders. • Distribute to affected units. • KEEP IN ACCESSIBLE PLACES. 		
312	<p><u>FISCAL RECORDS</u></p> <p>Includes records for agency budget preparation, revenue collection, disbursement, payroll, and other fiscal-related records.</p>		
(1)	<p><u>Bad Check Records</u></p> <p>Includes uncollectible checks for parking violation records.</p>	4, 46	Destroy after 3 years.
312	<p><u>FISCAL RECORDS</u> (Continued)</p> <ul style="list-style-type: none"> • File by year date. 	Other Unit(s)	
(2)	<p><u>Bank Deposit Receipts</u></p> <p>Includes bank deposit receipts for parking tickets and other related records.</p> <ul style="list-style-type: none"> • File by month, year and by deposit type. 	32, 46	Retain 3 years or until after audit, whichever is sooner, then destroy.

ITEM # (1)	TYPE OF RECORD (2)	UNIT # (3)	DISPOSITION (4)
(3)	<ul style="list-style-type: none"> • Cutoff by fiscal year. <u>Bank Deposit Records</u> Includes bank deposits for parking fines, and other related records.	28, 34, 46	Retain 3 years or until after audit, whichever is sooner, then destroy.
(4)	<ul style="list-style-type: none"> • File by month and year date. • Cutoff by fiscal year. <u>Bank Reconciliation Reports</u> Includes bank reconciliation statements for monies deposited in banks.	2	Retain 3 years or until after audit, whichever is sooner, then destroy.
(5)	<ul style="list-style-type: none"> • Conform to unit filing practices. <u>Blanket Purchase Orders</u> Includes change reports, requisitions, purchase orders, price slips, and other related purchase records.	Other Unit(s)	
312	<ul style="list-style-type: none"> • File A-Z by vendor and fiscal year. • Cutoff by fiscal year. <u>FISCAL RECORDS</u> (Continued)	2, 44 Other Unit(s)	Retain 3 years or until after audit, whichever is sooner, then destroy.

ITEM # (1)	TYPE OF RECORD (2)	UNIT # (3)	DISPOSITION (4)
(6)	<p><u>Budget Records</u></p> <p>Includes budget-related records for capital outlays, personnel, and other related expenditures.</p> <ul style="list-style-type: none"> • File by fiscal year. • Cutoff by fiscal year. 	<p>2, 3, 8, 9, 12, 14, 17, 19, 23, 24, 30, 31, 32, 33, 40, 41, 42, 46, 52</p> <p>Other Unit(s)</p>	<p>Units 2 and 8: Destroy after 3 years.</p> <p>Other Units: Destroy after 1 year.</p>
(7)	<p><u>Confidential Fund Records</u></p> <p>Includes expenditure records for intelligence/informant operations.</p> <ul style="list-style-type: none"> • File by fiscal year. 	<p>14, 55</p>	<p>Retain 3 years or until after audit, whichever is sooner, then destroy.</p>
(8)	<p><u>Court Overtime Reports</u></p> <p>Includes sworn requests for court overtime expenditures.</p> <p>All units: Attach to applicable employee payroll records and payroll period (312-15).</p> <ul style="list-style-type: none"> • Attach/staple to applicable employee payroll record/period. • See Payroll Records (312-15). 	<p>2</p> <p>Other Unit(s)</p>	<p>Unit 2: Retain 3 years or until after audit, whichever is sooner, then destroy.</p> <p>Other Units: Destroy after 1 year.</p>

ITEM # (1)	TYPE OF RECORD (2)	UNIT # (3)	DISPOSITION (4)
(9)	<u>Daily Sign-in Records</u> Include attendance records for bi-weekly payrolls. <ul style="list-style-type: none"> • Merge with applicable payroll period. • See Payroll Records (312-15). 	2, 47 Other Unit(s)	Unit 47: Destroy after 1 year. Unit 2: Destroy after 3 years.
312	<u>FISCAL RECORDS</u> (Continued)		
(10)	<u>District Court Checks</u> Includes monies collected by District Court for city parking violations. <ul style="list-style-type: none"> • Conform to unit filing practices. 	32	Retain 3 years or until after audit, whichever is sooner, then destroy.
(11)	<u>Grants Records</u> Includes records for city, county, state, and federally funded police projects/programs. <ul style="list-style-type: none"> • Case file A-Z by project and year date. • Separate by city, county, state, and federal grants as needed. 	36 Other Unit(s)	Retain 3 years or until after audit, whichever is sooner, then destroy.
(12)	<u>Invoice Records</u> Includes vendor invoices/bills for supplies, equipment, and other related purchases.	32, 43, 51, 54	Destroy after 3 years.

ITEM # (1)	TYPE OF RECORD (2)	UNIT # (3)	DISPOSITION (4)
(13)	<ul style="list-style-type: none"> • Case file A-Z by vendor and year date. • Cutoff by calendar year. <p><u>Money Receipt Records</u></p> <p>Includes receipts for police report sales and fingerprint services.</p> <ul style="list-style-type: none"> • File by year date. 	Other Unit(s)	
		46	Destroy after 1 year.
(14)	<p><u>Overtime Records</u></p> <ul style="list-style-type: none"> • Attach/staple to applicable employee payroll period and year date. • See Payroll Records (312-15). 	Other Unit(s)	
312	<u>FISCAL RECORDS</u> (Continued)	8	Unit 2: Retain 3 years or until after audit, whichever is sooner, then destroy.
(15)	<p><u>Payroll Records</u></p> <p>Includes leave applications, court overtime slips, sick leave applications, sick leave logs, leave records, sick leave notices, employee data calendars, work schedules, shift assignments, time cards, and other payroll-related records.</p> <ul style="list-style-type: none"> • File by payroll period and year date. • Cutoff by calendar year. 	Other Unit(s)	Other Units: Destroy after 1 year.
		All Units	Unit 2: Retain 3 years or until after audit, whichever is sooner, then destroy.

ITEM # (1)	TYPE OF RECORD (2)	UNIT # (3)	DISPOSITION (4)
(16)	<u>Petty Cash Records</u> Includes payment requests, reports, and cash vouchers for petty cash operations. <ul style="list-style-type: none"> • File by fiscal year. • Cutoff by fiscal year. 	44	Retain 3 years or until after audit, whichever is sooner, then destroy.
(17)	<u>Purchase Orders</u> Includes purchase orders, requisitions, invoices, parking slips, receipts, and other related records. <ul style="list-style-type: none"> • Unit 44: File A-Z by account type and fiscal year. • Other Units: File by year date. 	17, 43, 44, 48, 54, 59 Other Unit(s)	Unit 44: Destroy after 3 years. Other Units: Destroy after 1 year.
(18)	<u>Time Sheets</u> Includes attendance records for payrolls. <ul style="list-style-type: none"> • Merge with applicable payroll records. • See Payroll Records (312-15). 	8 Other Unit(s)	Retain 3 years or until after audit, whichever is sooner, then destroy.
312	<u>FISCAL RECORDS</u> (Continued)		
(19)	<u>Travel Expense Records</u>		

ITEM # (1)	TYPE OF RECORD (2)	UNIT # (3)	DISPOSITION (4)
	<p>Includes employee job-related travel expense records.</p> <ul style="list-style-type: none"> • File by fiscal year. • Cutoff by fiscal year. 	44	Retain 3 years or until after audit, whichever is sooner, then destroy.
(20)	<u>Receipt Books</u>	Other Unit(s)	Other Units: Destroy after 1 year.
	<p>Includes receipts for police records sold to authorized recipients.</p> <ul style="list-style-type: none"> • Keep by calendar year. • Cutoff by calendar year. 	46	Retain 3 years or until after audit, whichever is sooner, then destroy.
(21)	<u>Other Fiscal Records</u>		
	Includes other fiscal-related records not listed in above file categories.	Applicable Unit(s)	Minimum retention 1 year. Maximum retention 3 years.
313	<p><u>FORMS FILES</u></p> <p>Contains agency forms for internal/external information uses.</p> <ul style="list-style-type: none"> • File by name and number 	20, 32, 46, 48, 57	Retain until superseded, revised, or discontinued, then destroy.
314	<u>INSPECTION INVESTIGATION RECORDS</u>	Other Unit(s)	

ITEM # (1)	TYPE OF RECORD (2)	UNIT # (3)	DISPOSITION (4)
314	<p>Includes internal investigation records for firearm discharges, injured citizens, brutality incidents, misconduct incidents, civil rights violations, criminal law violations, ethics violations, and departmental accidents.</p> <ul style="list-style-type: none"> • Store in secure area. <p><u>INSPECTION INVESTIGATION RECORDS</u> (Continued)</p> <ul style="list-style-type: none"> • Keep in file cabinet with locks. • Limit access to authorized personnel. • Keep apart from personnel records or centralized records. • Keep polygraph records apart from personnel records. • Require written expungement requests from officers/civilians. • Do not include adverse materials in officers' files. • Apply LEOBR to police demotions, dismissals, transfers, pay losses, reassignments, punitive measures, and disciplinary actions. 	<p>23</p> <p>Other Unit(s)</p>	<p>Unit 23: LEOBR cases handle as follows:</p> <ol style="list-style-type: none"> 1. Exonerated cases: Destroy 3 years after disposition date. 2. Sustained cases: Destroy 3 years after employee separation date. 3. Administratively closed cases: Destroy after 3 years. 4. Apply 3-year retention standard to administratively closed cases and closed police disciplinary cases. 5. Apply 3-year retention standard to police unsustained, unfounded, acquitted, and not guilty police disciplinary cases. 6. Destroy civilian cases 3 years after disposition date. 7. Purge taped cases after 3 years, <p>Other Units: Destroy 60 days after case disposition date.</p>

ITEM # (1)	TYPE OF RECORD (2)	UNIT # (3)	DISPOSITION (4)
	<ul style="list-style-type: none"> • Keep apart from internal investigation records (316). • Case file by assigned number and year date. 		
315	<p><u>INSPECTION RECORDS</u></p> <p>Includes inspection records for police facilities, equipment, massage establishments, amusement premises, taxicabs, alcohol establishments, and other police-related operations.</p>		
(1)	<p><u>Alcoholic Establishments</u></p> <ul style="list-style-type: none"> • File A-Z by business name and year date. 	14, 26	Destroy after 2 years.
315	<p><u>INSPECTION RECORDS</u> (Continued)</p>		
(2)	<p><u>Massage Parlors</u></p> <ul style="list-style-type: none"> • File A-Z by licensee and year date. 	14	Destroy after 1 year.
(3)	<p><u>Staff Inspections</u></p> <p>Include inspections for agency equipment, buildings, grounds, and other police operations.</p> <ul style="list-style-type: none"> • Conform to unit filing practices. 	2, 10, 23, 30 Other Unit(s)	Destroy after 3 years.
(4)	<p><u>Taxicabs</u></p> <ul style="list-style-type: none"> • File A-Z by driver, taxicab, and year date. 	14	Destroy after 1 year.

ITEM # (1)	TYPE OF RECORD (2)	UNIT # (3)	DISPOSITION (4)
316	<p><u>INTERNAL INVESTIGATION RECORDS</u></p> <p>Includes internal investigation records for employee misconduct, directives violations, city, state, and ordinance/law violations, citizen complaints, and other disciplinary infractions contained in hardcopy/non-hardcopy formats.</p> <ul style="list-style-type: none"> • Store in secure area. • Keep in file cabinets. • Restrict file access to authorized personnel. • Keep apart from personnel records or centralized records. • Keep apart from internal inspection investigations records (514). 	Other Unit(s)	<p>Unit 24: LEOBR cases handle as follows:</p> <ol style="list-style-type: none"> 1. Exonerated cases: Destroy 3 years after disposition date. 2. Administrative closed cases: Destroy after 3 years. 3. Apply 3-year retention standard to administratively closed police disciplinary cases. 4. Apply 3-year retention standard to police unsustained, unfounded, acquitted, and not guilty police disciplinary cases by AHB.
316	<p><u>INTERNAL INVESTIGATION RECORDS</u> (Continued)</p> <ul style="list-style-type: none"> • Keep polygraph records apart from personnel records. • Require written requests from officers/civilians for expungement. 		<ol style="list-style-type: none"> 5. Destroy non-LEOBR cases 3 years after disposition date. 6. Purge LEOBR taped cases after 3 years.

ITEM # (1)	TYPE OF RECORD (2)	UNIT # (3)	DISPOSITION (4)
	<ul style="list-style-type: none"> • Apply LEOBR to police promotions, dismissals, transfers, pay losses, re-assignments, punitive measures, ethics violations, and disciplinary actions. • Case file by assigned numbers and year date. 		Other Units: Destroy 60 days after case disposition date.
317	<p><u>LICENSE RECORDS</u></p> <p>Includes license records for disabled, illegally parked, scofflawed, and stored vehicles serviced by authorized tow companies.</p> <ul style="list-style-type: none"> • File A-Z by licensee and year date. 	8, 9, 26, 32, 52 Other Unit(s)	Destroy 1 year after license expiration or cancellation date.
318	<p><u>LEGISLATIVE/LEGAL RECORDS</u></p> <p>Includes local, county, state, and federal laws, regulations, and other related records.</p> <ul style="list-style-type: none"> • File A-Z by subject, bill #, and year date 		Destroy when updated or obsolete.
(1)	<u>City Ordinances</u>	8, 30, 48, 49, 53 Other Unit(s)	Apply above disposition standard to records listed below.
(2)	<u>County Ordinances</u>	8, 30, 48, 49, 53	

ITEM # (1)	TYPE OF RECORD (2)	UNIT # (3)	DISPOSITION (4)
318	<u>LEGISLATIVE/LEGAL RECORDS</u> (Continued)	Other Unit(s)	
(3)	<u>Federal Laws</u>	8, 30, 48, 59, 53	
(4)	<u>Legal Opinions</u>	37	
(5)	<u>State Laws</u>	Other Unit(s) 8, 30, 48, 49, 53	
(6)	<u>Other Legal Records</u> Includes other legislative/legal-related records not listed in above file categories.	Other Unit(s) Applicable Unit(s)	
319	<u>MINUTES RECORDS</u> Includes minutes of meetings created by Chief of Police. • Keep in 3-ring binder(s) by year date. • Keep apart from other police records.	8 Other Unit(s)	Unit 8: Retain permanently. Transfer periodically to Maryland State Archives for preservation. Other Units: Destroy after 1 year.

ITEM # (1)	TYPE OF RECORD (2)	UNIT # (3)	DISPOSITION (4)
320	<p><u>ORGANIZATION CHARTS</u></p> <p>Includes staffing and organization charts.</p> <ul style="list-style-type: none"> • Conform to unit filing practices. 	<p>8, 17, 30, 36</p> <p>Other Unit(s)</p>	<p>Unit 8: Retain permanently. Transfer periodically to Maryland State Archives for preservation.</p>
321	<p><u>ORGANIZATION RECORDS</u></p> <p>Includes correspondence and other related records created/recorded by/from associations, institutions, boards, commissions, committees, clubs, unions, government agencies, courts, private organizations, and other organized bodies.</p>	<p>2, 8, 30, 36, 42, 49, 50</p>	<p>Destroy after 3 years.</p>
321	<p><u>ORGANIZATION RECORDS</u> (Continued)</p> <ul style="list-style-type: none"> • Case file A-Z by organization name and year date. • Purge files for obsolete/duplicate materials. • Arrange files by city, county, federal, private and state agencies/organizations as needed. 	<p>Other Unit(s)</p>	
322	<p><u>PERMIT RECORDS</u></p> <p>Includes permits for residential parking spaces.</p> <ul style="list-style-type: none"> • File A-Z by permittee and year date. 	<p>8, 31, 32</p> <p>Other Unit(s)</p>	<p>Destroy 1 year after permit expiration or revocation date.</p>
323	<p><u>PERSONNEL RECORDS</u></p>		

ITEM # (1)	TYPE OF RECORD (2)	UNIT # (3)	DISPOSITION (4)
	Includes background investigation, disciplinary, recruitment, examination, training, job descriptions, health, performance personal/personnel records, and other personnel-related records.		
(1)	<u>Attendance Rosters</u> Includes attendance records for officer training/certification by MPCTC. • File by year date.	48 Other Unit(s)	Destroy after 3 years.
(2)	<u>Auxiliary Police Records</u> Includes specialized training records for auxiliary police applicants. • Case file A-Z by applicant and year date.	5 Other Unit(s)	Destroy 3 years after employee separation date.
(3)	<u>Background Investigation Records</u> Includes pre-employment/background investigation records for agency personnel. • Keep in secure area. • Keep apart from personnel files.	48	Unit 48: Destroy 5 years from applicant non-hiring date.
323	<u>PERSONNEL RECORDS</u> (Continued) • Keep in locked file cabinets. • Limit access to authorized personnel.	Other Unit(s)	

ITEM # (1)	TYPE OF RECORD (2)	UNIT # (3)	DISPOSITION (4)
	<ul style="list-style-type: none"> • Separate hired and not hired applicants as needed. • Adhere to applicant investigation standards mandated by MPCTC. • Transfer hired applicants to Unit 8. • Identify civilian/sworn files (Unit 8). • Keep rejected applicants in Unit 48. 		
(3)	<u>Background Investigation Records (Continued)</u> <ul style="list-style-type: none"> • Case file A-Z by applicant name and year date. 		
(4)	<u>Disciplinary Records</u> Includes disciplinary cases not covered by LEOBR. <ul style="list-style-type: none"> • Case file A-Z by complainant and year date. • Arrange by grievance type as needed. • See Internal Investigation Records (316). • See Inspection Investigation Records (314). 	2, 24 Other Unit(s)	Destroy 3 years after disposition date.
(5)	<u>Eligibility Lists</u>		

ITEM # (1)	TYPE OF RECORD (2)	UNIT # (3)	DISPOSITION (4)
	Includes eligibility lists for employee promotion examinations. • Conform to unit filing practices.	8 Other Unit(s)	Unit 8: Destroy 1 year after expiration date. Other Units: Destroy 30 days after expiration date.
323	<u>PERSONNEL RECORDS</u> (Continued)		
(6)	<u>Employee Disability Records</u> Includes job-related injury/illness/disability records.	8 Other Unit	Destroy 5 years after retirement date.(s) Other Units: Destroy after 3 years.
(7)	<u>Employment Applications</u> Includes employment applications and other related records for police employment. • File A-Z by applicant name and year date. • Separate passed and failed applicants. • Include selected applications for employment in applicable Personnel File (323-16). • Transfer hired applications to Chief's Office.	48 Other Unit(s)	Rejected applications destroy after 1 year from date of application
(8)	<u>Examination Records</u> Include written/oral examination records for police recruitments and promotions. • File A-Z by test type, position, and year date.	2 Other Unit(s)	Destroy 1 year after test date.

ITEM # (1)	TYPE OF RECORD (2)	UNIT # (3)	DISPOSITION (4)
	<ul style="list-style-type: none"> • Keep apart from personnel files. • Keep in secure area. • Store in locked file cabinets. • Limit access to authorized personnel. • Separate passed and failed applicants. • Separate sworn from not sworn applicants. • Arrange by test/position types as needed. 		
323	<u>PERSONNEL RECORDS</u> (Continued)		
(9)	<u>Exit Interview Records</u> Includes interviews for employees separated from agency employment. <ul style="list-style-type: none"> • Unit 2: Transfer to Unit 8 for merger with Personnel Files (323-16). • Unit 8: Include in applicable employee Personnel Files (323-16). 	2,8	Destroy 3 years after employee separation date.
(10)	<u>Field Training Records</u> Includes field training records for field operations officers. <ul style="list-style-type: none"> • Case file A-Z by officer name and ID #. 	2, 30, 37, Other Unit(s)	Destroy 1 year after employee probation completion date.

ITEM # (1)	TYPE OF RECORD (2)	UNIT # (3)	DISPOSITION (4)
(11)	<u>Hazardous Substances Records</u> Includes records/lists for toxic/hazardous chemicals used/stored in work sites. <ul style="list-style-type: none"> • Keep MSDS in 3-ring binder(s). • Train and inform employees for hazardous chemicals in work places. • Maintain material safety data for employee health care. • Share information with health care professionals. • Compile chemical lists within 30 days. • Update chemical lists every 2 years. • Submit chemical lists to Maryland Department of the Environment within 15 days. • Limit access to emergency service personnel. • Permit employee access to hazardous substances records. • Keep in accessible places. 	11, 54 Other Unit(s)	Destroy after 40 years.
323	<u>PERSONNEL RECORDS</u> (Continued)		
(12)	<u>Job Specifications</u>		

ITEM # (1)	TYPE OF RECORD (2)	UNIT # (3)	DISPOSITION (4)
	<p>Includes job specifications for position descriptions.</p> <ul style="list-style-type: none"> • File A-Z by title and year date. 	2, 8	Destroy when updated, obsolete, or abolished.
(13)	<p><u>Lesson Plan Records</u></p> <p>Includes lesson plans for officers certified by MPCTC.</p> <ul style="list-style-type: none"> • File by year date. 	17, 48	Retain 5 years or until after MPCTC audit, whichever is later, then destroy.
(14)	<p><u>Medical Records</u></p> <p>Includes employee hepatitis B vaccinations, examination records, medical tests, post-exposure evaluations, follow-up procedures, treatments, prescriptions, health care professional opinions, progress notes, counseling forms, blood tests, post-exposure injections, vaccination refusal forms, exposure incident reports, employee/OSHA test consent forms, hepatitis B vaccination waivers/requests, release consent forms, incident photographs/negatives, employee first injury reports, supervisors' incident investigation reports, evaluation/testing forms, post-exposure medical consultant referral forms, consultant evaluations reports, other bloodborne pathogens, and other infection-related records.</p> <ul style="list-style-type: none"> • Case file A-Z by employee name, social security number, and date hired. • Store in locked file cabinets, and secured area. • Make accessible to subject employees within 15 working days <u>gratis</u>. 	<p>8</p> <p>Other Unit(s)</p>	<p>Unit 8: Destroy 30 years after employee separation date.</p> <p>Other Units: Destroy 3 years after employee separation date.</p>

ITEM # (1)	TYPE OF RECORD (2)	UNIT # (3)	DISPOSITION (4)
323 (14)	<ul style="list-style-type: none"> • Keep confidential, and apart from other agency files. • Limit access to authorized personnel. <p>PERSONNEL RECORDS (Continued)</p> <p><u>Medical Records (Continued)</u></p> <ul style="list-style-type: none"> • Require employee written consent for disclosures within/outside workplaces. • Refer access request from terminally ill/psychiatric patients to employee designated representative. • Delete confidential health information from family members, personal friends, or fellow employees. • Release depersonalized medical information for research/analysis. • Delete confidential health information from family members, personal friends or fellow employees. • Release depersonalized medical information for research analysis. • Make OSHA/MOSH regulations available to affected employees upon request. • Designate recordkeepers/custodians, and units holding OSHA-related records for worksite compliance audits. • Make OSHA/MOSH regulations available to affected employees upon 	All Units	Unit 8: Destroy 3 years after employee separation date. Other Units: Destroy after 1 year.

ITEM # (1)	TYPE OF RECORD (2)	UNIT # (3)	DISPOSITION (4)
	<p>request.</p> <ul style="list-style-type: none"> • Release hepatitis B vaccination information to health care professionals by employee written consents. • Do not mingle health insurance claims, litigations records, and first aid records with Medical Records. • Destroy medical records by shredding or burning methods. Require records disposal certificates. See Exhibit #3. 		
323	<u>PERSONNEL RECORDS</u> (Continued)		
(14)	<p><u>Medical Records</u> (Continued)</p> <ul style="list-style-type: none"> • File folders travel by confidential means with employees when inter-agency transfers occur. • Vaccinate employees within 10 working days from initial job assignments. • Collect copying fees from authorized recipients. • Store in locked file cabinets, and secured locked file areas. • Notify NIOSH at least 3 months in advance when agencies ceases operation. • Store terminated employee medical records in off-site records center for 30 years retention. • Microfilm employee terminated medical records for 30 years retention. Destroy hardcopies after film inspection. 		

ITEM # (1)	TYPE OF RECORD (2)	UNIT # (3)	DISPOSITION (4)
(15)	<u>Performance Reviews</u> Includes periodic employee performance evaluations and other related records. <ul style="list-style-type: none"> • Unit 8: Include an applicable personnel file (323-16). • Other Units: File A-Z by employee name and year date. 	All Units	Unit 8: Destroy 3 years after employee separation date.
(16)	<u>Personal Records</u> Includes non-disciplinary, non-derogatory, and informational records for operating units. <ul style="list-style-type: none"> • Case file A-Z by employee name and ID #. • Keep apart from other police records. • Limit access to authorized personnel. 	48 Other Unit(s)	Destroy 3 years after employee separation date.
323	<u>PERSONNEL RECORDS (Continued)</u> <ul style="list-style-type: none"> • Keep in locked file cabinets. 		
(17)	<u>Personal Records</u> Includes degrees, diplomas, specialized schools, courses, and other job related records.	48	Destroy 3 years after employee separation date.

ITEM # (1)	TYPE OF RECORD (2)	UNIT # (3)	DISPOSITION (4)
(18)	<ul style="list-style-type: none"> • Case file A-Z by employee name. <p><u>Personnel Records</u></p> <p>Includes official personnel files for sworn and non-sworn agency personnel.</p> <ul style="list-style-type: none"> • Keep in secure area. • Keep in locked file cabinets. • Color code files. • Purge periodically for obsolete/duplicate materials. • Do not include adverse materials. • Use file access/receipt form. • Limit access to authorized personnel. • Keep file folders with ACCO fasteners. • Organize folders by subject categories. • Keep personnel files apart from Background Investigation Records (323-3). • Forward files by confidential means. • Case file A-Z by employee name and ID #. 	Other Unit(s) 8	Destroy 3 years after employee separation date.

ITEM # (1)	TYPE OF RECORD (2)	UNIT # (3)	DISPOSITION (4)
323	PERSONNEL RECORDS (Continued)		
(19)	<u>Position Description Records</u> Includes position/job descriptions for employee performance management. • File A-Z by employee name, ID #, and position as needed.	2, 8 Other Unit(s)	Destroy when superseded, obsolete, or position abolished.
(20)	<u>Promotion Lists</u> Includes promotion lists for eligible agency personnel. • File by year date. • Separate non-sworn and sworn lists as needed.	2, 8, 30, 48 Other Unit(s)	Destroy after 1 year.
(21)	<u>Promotion Test Records</u> Includes promotional examinations for police personnel. • File by year date.	8 Other Unit(s)	Destroy 1 year after expiration date.
(22)	<u>Recruit Evaluation Records</u> Includes performance evaluations for police recruits. • Include in applicable Student Personnel Files (323-23).	2, 8	Destroy 5 years after training completion date.
(23)	<u>Safety Alert Records</u>		

ITEM # (1)	TYPE OF RECORD (2)	UNIT # (3)	DISPOSITION (4)
	<p>Includes employee safety programs found in work places.</p> <ul style="list-style-type: none"> • File by year date. 	2, 8 Other Unit(s)	Destroy after 3 years.
(24)	<p><u>Seniority Lists</u></p> <p>Includes management issued seniority lists.</p> <ul style="list-style-type: none"> • Conform to unit filing practices. 	Applicable Unit(s)	Destroy after 30 days.
323	<p><u>PERSONNEL RECORDS</u> (Continued)</p>		
(25)	<p><u>Student Personnel Records</u></p> <p>Includes training records for recruit police candidates enrolled in law enforcement programs.</p> <ul style="list-style-type: none"> • Case file A-Z by recruit name and year date. 	48	Destroy 5 years after training completion date.
(26)	<p><u>Training Program Evaluations</u></p> <p>Includes in-service training evaluations for enrolled officers.</p> <ul style="list-style-type: none"> • File by year date. 	48	Destroy after 3 years.
(27)	<p><u>Training Records (MPTC)</u></p> <p>Includes training records for police personnel development/certification by MPTC.</p>	48	Retain 5 years or until after MPTC audit, whichever is later, then destroy.

ITEM # (1)	TYPE OF RECORD (2)	UNIT # (3)	DISPOSITION (4)
(28)	<u>Training Records (OSHA)</u> Includes employee training for communicable diseases required by OSHA.	48	Destroy 3 years after training completion date.
(28)	<u>Training Records (OSHA)</u> <ul style="list-style-type: none"> • File A-Z by employee name and year date. • Keep apart from other police records. 		
(29)	<u>Volunteer Records</u> Includes records for persons accepted by the agency for volunteer services. <ul style="list-style-type: none"> • File A-Z by volunteer name and year date. 	64	Destroy 1 year after service termination date.
323	<u>PERSONNEL RECORDS</u> (Continued)		
(30)	<u>Other Personnel Records</u> Includes other personnel-related records not listed in above file categories. <ul style="list-style-type: none"> • Conform to unit filing practices. 	Applicable Unit(s)	Minimum retention 1 year. Maximum retention 3 years.
324	<u>PLANNING RECORDS</u> Includes correspondence, administrative, operational, and management plans.	2, 8, 9, 12, 14, 23, 24, 25, 30, 32, 33, 36, 41,	Apply following disposition standards:

ITEM # (1)	TYPE OF RECORD (2)	UNIT # (3)	DISPOSITION (4)
325	<p>• File A-Z by plan type and year date.</p> <p>• Arrange by long-short-term, bureau, division, section, unit plans, and special events as needed.</p> <p>• Keep plans current and updated.</p> <p>• Keep in 3-ring binders.</p> <p>• Distribute to affected units.</p> <p>• File A-Z special event and year date.</p> <p>• KEEP IN ACCESSIBLE PLACES.</p> <p><u>PRINTOUT RECORDS</u></p> <p>Includes printouts, reports, summaries, and other machine/computer processed records.</p> <p>• Keep in special binders and year date.</p>	42, 45, 46, 48, 49, 53, 54	<p>Other Unit(s)</p> <ol style="list-style-type: none"> 1. Administrative Plans: Destroy after 5 years. 2. Annual Management Plans: Destroy after 5 years. 3. Bureau Plans: Destroy when suspended or obsolete. 4. Division Plans: Destroy when superseded or obsolete. 5. Section Plans: Destroy when superseded or obsolete. 6. Unit Plans: Destroy when superseded or obsolete. 7. Special Events Plans: Destroy when superseded or obsolete.
		30, 32, 33, 36, 37, 39, 41, 44, 46, 47, 52, 53	Destroy when superseded or obsolete.
		Other Unit(s)	

ITEM # (1)	TYPE OF RECORD (2)	UNIT # (3)	DISPOSITION (4)
326	<ul style="list-style-type: none"> • Cutoff by calendar year. • Arrange by title as needed. <p><u>PROJECT RECORDS</u></p> <p>Includes crime prevention, suppression, management, capital, communications, planning, public relations, special operations, directives, accreditation, and other police-related project records.</p> <ul style="list-style-type: none"> • Case file A-Z by project title and year date. • Arrange by project type as needed. • Case file accreditation projects by CALEA standard #. 	<p>2, 8, 17, 19, 23, 26, 27, 30, 33, 36, 42, 51</p> <p>Other Unit(s)</p>	<p>Unit 2: Destroy accreditation projects 5 years after agency granted accreditation.</p> <p>Other Units: Destroy projects 1 year after project completion date.</p>
327	<p><u>RECORDS RETENTION SCHEDULES</u></p> <p>Includes records retention schedules for agency records management operations.</p> <ul style="list-style-type: none"> • File by year date. 	All Units	Destroy when superseded or updated.
328	<p><u>REPORTS/STATISTICS</u></p> <p>Includes management, narrative, administrative, statistical, informational, and other special reports.</p> <ul style="list-style-type: none"> • File A-Z by report title and year date. 		
(1)	<u>Annual Reports</u>	2, 8, 27, 36, 37	Unit 8: Retain permanently. Transfer periodically

ITEM # (1)	TYPE OF RECORD (2)	UNIT # (3)	DISPOSITION (4)
328	<u>REPORTS/STATISTICS</u> (Continued)		to Maryland State Archives for preservation.
(2)	<u>Crime Analysis Reports</u>	Other Unit(s) 30, 36, 51	Other Units: Destroy after 3 years. Unit 36: Destroy after 1 year.
(3)	<u>Daily Reports</u>	Other Unit(s) 2, 10, 12, 14, 17, 20, 21, 24, 25, 27, 30, 32, 33, 37, 41, 46, 48, 49, 51, 52, 55	Other Units: Destroy after 30 days. Destroy after 30 days.
(4)	<u>Monthly Reports</u>	Other Unit(s) 7, 10, 12, 13, 17, 20, 27, 28, 30, 33, 38, 50, 53	Destroy after 30 days.
(5)	<u>Quarterly Reports</u>	Other Unit(s) 36, 51	Destroy after 3 years.
(6)	<u>Semi-Annual Reports</u>	Other Unit(s) 8, 36	Destroy after 1 years.

ITEM # (1)	TYPE OF RECORD (2)	UNIT # (3)	DISPOSITION (4)
(7)	<u>Weekly Reports</u>	Other Unit(s) 2, 30, 33, 37, 42, 43, 49, 57	Destroy after 30 days.
(8)	<u>Other Reports</u> Includes other reports for specific recurring/non-recurring events/activities not listed in above file categories.	Other Unit(s) Applicable Unit(s)	Minimum retention 1 year. Maximum retention 3 years.
328	<u>REPORTS/STATISTICS</u> (Continued)		
(8)	<u>Other Reports</u> (Continued) • Conform to unit filing practices.		
329	<u>SCOFFLAW VIOLATION LISTS</u> Includes parking violators for unsatisfied citations, towing fees, and storage charges. • Keep in 3-ring binders. • Keep apart from other police records. • Keep in accessible place. • File by title and year date.	2, 9, 30, 31, 32, 33, 49 Other Unit(s)	Destroy when updated or obsolete.

ITEM # (1)	TYPE OF RECORD (2)	UNIT # (3)	DISPOSITION (4)
330	<p><u>STUDIES/SURVEYS</u></p> <p>Includes administrative studies and surveys for management operations.</p> <ul style="list-style-type: none"> • File A-Z by title and year date. 	<p>2, 8, 23, 30, 49</p> <p>Other Unit(s)</p>	<p>Unit 8: Destroy after 5 years.</p> <p>Other Units: Destroy after 3 years.</p>
331	<p><u>SUBPOENA RECORDS</u></p> <p>Includes court subpoenas for civil and criminal cases.</p> <ul style="list-style-type: none"> • File by year date. • File type of proceeding as needed. 	<p>8, 14, 30, 46, 57</p> <p>Other Unit(s)</p>	<p>Destroy after 1 year.</p>
332	<p><u>SUMMONS RECORDS</u></p> <p>Includes court summons for civil/criminal depositions.</p> <ul style="list-style-type: none"> • File by year date. • Enter in Computerized File (404). 	<p>57</p> <p>Other Unit(s)</p>	<p>Destroy 1 year after court disposition date.</p>
333	<p><u>WORK SCHEDULES</u></p> <p>Includes daily, weekly, and annual duty assignments, shift schedules, and other work-related schedules.</p> <ul style="list-style-type: none"> • Keep in 3-ring binders. 	<p>2, 7, 30, 33, 37, 43, 46, 48</p> <p>Other Unit(s)</p>	<p>Unit 2: Destroy after 3 years.</p> <p>Other Units: Destroy after 1 year.</p>

ITEM # (1)	TYPE OF RECORD (2)	UNIT # (3)	DISPOSITION (4)
334	<ul style="list-style-type: none"> • Keep in accessible places. <p><u>OTHER ADMINISTRATIVE RECORDS</u></p> <p>Includes other administrative records not listed in above file categories.</p> <ul style="list-style-type: none"> • Conform to unit filing practices. 	Applicable Unit(s)	Minimum retention 1 year. Maximum retention 3 years.

ITEM # (1)	TYPE OF RECORD (2)	UNIT # (3)	DISPOSITION (4)
400	<u>DATANOMICS RECORDS</u> Includes machine/computer readable records and other non-paper media records.		
401	<u>ACCIDENT RECORDS</u> Includes computerized motor vehicle accident records.	46, 51	Delete file after 3 years.
402	<u>ADULT ARREST RECORDS</u> Includes computerized arrest/disposition records for adult criminal offenders. <ul style="list-style-type: none"> • See File 502. • Separate adult offenders by Code A • Limit access to criminal justice agencies. 	46, 51	Delete file when offender becomes 80 years old.
403	<u>COURT SUMMONS</u> Includes summons issued by Circuit/District Courts for criminal/traffic violation cases.	46, 51, 57	Delete file 90 days after summons serviced.
404	<u>CRIMINAL SUMMONS</u> Includes criminal summons issued by District Court for adult offenders.	51, 57	Delete file 90 days after summons serviced.
405	<u>DOCUMENTATION RECORDS</u> Includes data systems, specifications, file specifications, user guides, data files, output specifications, programs, and other software-related documentation master records in databases stored in mainframes or personal computers.	Appropriate Unit(s)	Destroy or delete when superseded or obsolete.

ITEM # (1)	TYPE OF RECORD (2)	UNIT # (3)	DISPOSITION (4)
405	<ul style="list-style-type: none"> • Keep backup files/disks for security against damage and accidental erasure. • Keep disk/tape drive clean and give them periodic preventative maintenance. • Keep disk/tapes away from strong electrical or magnetic fields. <p><u>DOCUMENTATION RECORDS</u> (Continued)</p> <ul style="list-style-type: none"> • Do not touch the recording surfaces of floppy disks. Do not fold or bend them, and do not write on the paper jackets. • Do not allow unauthorized persons to have access to computers, disks, or tape files and documents. • Restrict personal computer to agency related business. Personal and other non-agency uses not authorized. • Keep computer equipment in secure area for theft prevention. • Keep food, drinks and cigarettes away from storage media and equipment. • Store disks and tapes in vertical position in storage container. • Store floppy disks under normal office conditions. Avoid extreme fluctuations of temperature or humidity. 	46, 51	
406	<p><u>EVENT RECORDS</u></p> <p>Includes computerized master names/persons/organizations/other names associated with crimes against persons, property, and society.</p>		

ITEM # (1)	TYPE OF RECORD (2)	UNIT # (3)	DISPOSITION (4)
	<ul style="list-style-type: none"> • See Incident Records (538). 	46, 51	Transfer file to off-line disk(s) for 8 years additional retention
407	<p><u>JUVENILE RECORDS</u></p> <p>Includes computerized arrest/disposition records for juvenile offenders.</p> <ul style="list-style-type: none"> • Separate juvenile offenders by Code J. • Limit access to law enforcement agencies. 	46, 51	Delete file when juvenile offender becomes 18 years old.
408	<p><u>PERSONAL COMPUTER RECORDS</u></p> <p>Includes computerized information processed by stand-alone/dedicated personal computers.</p>	2, 14, 24, 30, 46 Other Unit(s)	Delete file when no longer needed for administrative use.
409	<p><u>PROPERTY RECORDS</u></p> <p>Includes computerized stolen, found, confiscated property, weapons, ammunition, vehicles, and other items stored in Police Property Room.</p> <ul style="list-style-type: none"> • See Property Records (600). • Keep property records by types. • Enter and store in Property File. • Limit access to authorized personnel. 	41, 51	<p>Purge file 1 year:</p> <ol style="list-style-type: none"> 1. After final court disposition date. 2. After property released to owners. 3. After weapons released to owners.

ITEM # (1)	TYPE OF RECORD (2)	UNIT # (3)	DISPOSITION (4)
410	<ul style="list-style-type: none"> Restrict file purging to authorized personnel. <p><u>TRAFFIC CITATIONS</u></p> <p>Includes computerized traffic citations for motor vehicle violations.</p>	46, 51	<p>Purge file after 1 year.</p> <p>Transfer file to off-line disk(s) for additional 2 years retention.</p>
411	<p><u>WARRANT RECORDS</u></p> <p>Includes computerized arrest warrants for adult offenders.</p>	46, 51	<p>Purge file 6 months after warrant serviced.</p>
412	<p><u>OTHER COMPUTER RECORDS</u></p> <p>Includes digitized records/other electronic images stored in optical devices/non-paper based systems not listed in above file categories.</p>	Applicable Unit(s)	<p>Purge file(s) when no longer needed for administrative use.</p>

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ITEM # (1)	TYPE OF RECORD (2)	UNIT # (3)	DISPOSITION (4)
500	<p><u>POLICE RECORDS</u></p> <p>Includes police-related records for law enforcement/non-law enforcement operations.</p>		
501	<p><u>ADULT ARREST DOCKET BOOKS</u></p> <p>Includes police blotters for arrested adult offenders and juveniles charged as adult offenders.</p> <ul style="list-style-type: none"> • See File 402. • Keep apart from juvenile arrest dockets (542). • Do not mix adult offenders with juvenile delinquents. 	<p>46, 47</p> <p>Other Unit(s)</p>	<p>Destroy after 1 year.</p>
502	<p><u>ADULT ARREST REPORTS</u></p> <p>Includes arrest reports, citations, photographs, supplements, and disposition sheets for adult offenders, and juveniles charged as adult offenders.</p> <ul style="list-style-type: none"> • Keep apart from juvenile records. • Attach/staple citations, dispositions, and supplements to applicable arrest reports. • Keep most current photographs. • Case file A-Z by offender, ID #, race, sex, DOB, and Henry classification system (if known). 	<p>46</p> <p>Other Unit(s)</p>	<p>Destroy when offender becomes 80 years old.</p>
503	<p><u>ADULT CIVIL CITATIONS</u></p>		

ITEM # (1)	TYPE OF RECORD (2)	UNIT # (3)	DISPOSITION (4)
	<p>Includes alcoholic beverages offenses committed by adult offenders.</p> <ul style="list-style-type: none"> • Unit 46: Case file A-Z by offender, race, sex, DOB, and year issued. • Other Units: Conform to unit filing practices. • Keep apart from other records. 	20, 30, 33, 46, 55	Unit 46: Destroy 3 years from issuance date.
504	<u>ADULT TRAFFIC BOOKS</u>	Other Unit(s)	Other Units: Destroy after 1 year.
	<p>Contains police blotters for adults charged with traffic violations.</p> <ul style="list-style-type: none"> • Cutoff by calendar year. 	46	Destroy after 1 year.
504	<u>ADULT TRAFFIC BOOKS</u> (Continued)		
	<ul style="list-style-type: none"> • Keep apart from juvenile offenders. • Keep apart from adult arrest books (501). 		
505	<u>ADVICE OF RIGHTS</u>		
	<p>Includes court forms used for DWI cases (527).</p> <ul style="list-style-type: none"> • Include in applicable DWI cases (527). 	14, 35, 40	See Item 427 for disposition date.
506	<u>ADVISEMENT OF RIGHTS</u>		
	<p>Includes forms used for criminal cases.</p> <ul style="list-style-type: none"> • Include in applicable criminal investigation cases (527). 	14	See Item 527 for disposition date.

ITEM # (1)	TYPE OF RECORD (2)	UNIT # (3)	DISPOSITION (4)
507	<u>ADVISORY SUMMONS</u> Includes advisory summons for fraud cases. • Attach/staple to applicable criminal investigation cases (527).	33	Destroy after 1 year
508	<u>AIRCRAFT ACCIDENT RECORDS</u> Includes water aircraft-related accident records. • File A-Z by victim, CCN, and year date.	27, 46 Other Unit(s)	Unit 46: Destroy after 3 years. Other Units: Destroy after 1 year.
509	<u>ALCOHOL CITATIONS</u> Includes alcohol infraction citations for licensed establishments. • File A-Z by T/A and year date.	14 Other Unit(s)	Destroy after 2 years.
510	<u>ALCOHOLIC INFLUENCE REPORTS</u> Includes alcohol influence reports for DWI arrests and motor vehicle accidents. • Unit 46: Attach/staple to applicable accident report. • Other Units: Conform to unit filing practices.	30, 46, 53 Other Unit(s)	Unit 46: Destroy accident-related reports after 3 years. Unit 46: Destroy non-accident-related reports after 5 years. Other Units: Destroy after 1 year.
511	<u>ANIMAL BITE REPORTS</u> Includes incident reports for animal bites. • Unit 46: Merge with Incident Records (538).	46 Other Unit(s)	Unit 46: Destroy after 25 years. Minimum retention 1 year. Maximum retention 3 years.

ITEM # (1)	TYPE OF RECORD (2)	UNIT # (3)	DISPOSITION (4)
512	<ul style="list-style-type: none"> • Other Units: Conform to unit filing practices. <p><u>ARREST SUPPLEMENT REPORTS</u></p> <p>Includes supplement reports used for arrest reports.</p> <ul style="list-style-type: none"> • All Units: Attach/staple to applicable arrest reports (502). 	<p>14, 30, 35, 40, 46, 53, 55</p> <p>Other Unit(s)</p>	<p>Unit 46: See Item 502 for disposition date.</p> <p>Other Units: See Item 527 for disposition date.</p>
513	<p><u>ASSET FORFEITURE RECORDS</u></p> <p>Includes records for drug-related forfeiture cases.</p> <ul style="list-style-type: none"> • File A-Z and year date. 	<p>66</p> <p>Other Unit(s)</p>	<p>Destroy after 3 years.</p>
514	<p><u>BOAT ACCIDENT REPORTS</u></p> <p>Includes water-related accident records.</p> <ul style="list-style-type: none"> • Unit 27: Case file A-Z by victim, CCN, and year date. • Unit 46: File by CCN and keep apart from other police records. • Other Units: Conform to unit filing practices. 	<p>27</p> <p>Other Unit(s)</p>	<p>Destroy after 3 years.</p>
515	<p><u>BUS PASSENGER LISTS</u></p> <p>Includes passenger lists associated with bus accident cases.</p> <ul style="list-style-type: none"> • Attach/staple to applicable motor vehicle accident reports (554). 	<p>20, 30, 35, 37, 41, 46</p> <p>Other Unit(s)</p>	<p>Destroy after 3 years.</p>

ITEM # (1)	TYPE OF RECORD (2)	UNIT # (3)	DISPOSITION (4)
516	<u>CANINE RECORDS</u> Includes training, veterinary, vaccination, and other canine-related records. <ul style="list-style-type: none"> • Case file A-Z by dog name and year date. 	25, 52 Other Unit(s)	Destroy 1 year after dog retired from service.
517	<u>CHAIN OF CUSTODY LOGS</u> Includes chain of custody logs for lab evidence examination requests.	14, 41	Unit 14: See Item 527 for disposition date.
517	<u>CHAIN OF CUSTODY LOGS (Continued)</u> <ul style="list-style-type: none"> • Unit 14: Include in applicable criminal investigation cases (527). • Unit 41: File A-Z by claimant and year date. 	Other Unit(s)	Unit 41: Destroy after 3 years.
518	<u>CITATION TRANSMITTALS</u> Includes traffic citations transferred to District Court for court dispositions. <ul style="list-style-type: none"> • File for year date. • Cutoff by calendar year. • See Item 573. 	46 Other Unit(s)	Unit 46: Destroy after 3 years. Other Units: Destroy after 1 year.
519	<u>CONSENT FORMS</u> Includes consent forms used for vehicle, person, and property search operations. <ul style="list-style-type: none"> • Include in applicable criminal investigation cases (527). 	14 Other Unit(s)	See Item 527 for disposition date.

ITEM # (1)	TYPE OF RECORD (2)	UNIT # (3)	DISPOSITION (4)
520	<p><u>CRIME AGAINST PERSONS REPORTS</u></p> <p>Includes reports for incidents, offenses, and other crimes against persons.</p> <ul style="list-style-type: none"> • Units 14 and 35: Include in applicable criminal investigation cases (527). • Other Units: Conform to unit filing practices. • Unit 46: Merge with Incident Records (538) and file by CCN. 	<p>9, 14, 35, 36, 43, 46</p> <p>Other Unit(s)</p>	<p>Unit 9: Destroy 30 days after NCIC entry date.</p> <p>Unit 14: See Item 527 for disposition date.</p> <p>Unit 35: See Item 527 for disposition date.</p> <p>Unit 36: Destroy after 18 months.</p> <p>Unit 43: Destroy after 1 year.</p> <p>Unit 46: Destroy after 10 years.</p> <p>Other Unit(s): Destroy after 1 year.</p>
521	<p><u>CRIMES AGAINST PROPERTY REPORTS</u></p> <p>Includes reports for incidents, offenses, and other crimes against property.</p> <ul style="list-style-type: none"> • Unit 14: Include in applicable criminal investigation cases (527). • Unit 46: Merge with Incident Records (538) and file by CCN. 	<p>9, 14, 36, 40, 42, 43, 46</p> <p>Other Unit(s)</p>	<p>Unit 9: Destroy 30 days after NCIC entry date.</p> <p>Unit 14: See Item 527 for disposition date.</p> <p>Unit 36: Destroy after 18 months.</p> <p>Unit 40: See Item 527 for disposition date.</p> <p>Unit 43: Destroy after 1 year.</p> <p>Unit 46: Destroy after 10 years.</p>

ITEM # (1)	TYPE OF RECORD (2)	UNIT # (3)	DISPOSITION (4)
522	<p><u>CRIME SCENE PROCESSING REPORTS</u></p> <p>Includes crime scene processing reports for criminal investigation cases.</p> <ul style="list-style-type: none"> • Include in applicable criminal investigation cases (527). 	<p>12, 14, 35, 40</p> <p>Other Unit(s)</p>	<p>Other Units: Destroy after 1 year.</p> <p>See Item 527 for disposition date.</p>
523	<p><u>CRIME SOLVERS RECORDS</u></p> <p>Includes periodic crime news releases for television scripts and announcements.</p> <ul style="list-style-type: none"> • File by week, month, and year date. 	<p>13</p>	<p>Destroy after 1 year.</p>
524	<p><u>CRIMINAL CITATIONS</u></p> <p>Includes criminal citations for petty offenses committed by adult offenders.</p> <ul style="list-style-type: none"> • Unit 46: Case file A-Z by offender, race, sex, DOB, and year arrested. Keep apart from juvenile records and arrest reports. • Other Units: Conform to unit filing practices. 	<p>14, 30, 35, 37, 40, 46, 53, 55</p> <p>Other Unit(s)</p>	<p>Unit 46: Destroy 3 years from issuance date.</p> <p>Other Units: Destroy after 1 year.</p>
525	<p><u>CRIMINAL DISPOSITION SHEETS</u></p> <p>Includes court disposition records for adult criminal cases.</p> <ul style="list-style-type: none"> • Unit 46: Attach/staple to applicable adult arrest reports with same docket numbers (502). • Unit 46: Enter disposition and/or arrest data in Computerized Arrest File (402). 	<p>46</p> <p>Other Unit(s)</p>	<p>Unit 46: Destroy when offender becomes 80 years old.</p> <p>Other Units: Destroy after 1 year.</p>

ITEM # (1)	TYPE OF RECORD (2)	UNIT # (3)	DISPOSITION (4)
526	<ul style="list-style-type: none"> • Other Units: Return to Unit 46 with court dispositions. <p><u>CRIMINAL HISTORY CARDS</u></p> <p>Includes criminal history cards for adult offenders.</p> <ul style="list-style-type: none"> • File A-Z by offenders name. • Do not disseminate traffic/non-criminal charges contained in Criminal History Cards. 	46	Destroy when offender becomes 80 years old or when offender dies, whichever is sooner.
527	<p><u>CRIMINAL INVESTIGATION RECORDS</u></p> <p>Includes duplicate crime against persons/property/vehicle/missing persons reports, requests/latent fingerprint examinations, crime lab exam requests/results, post mortem tests, evidence reports, search warrants, seized property inventories, crime scene photographs, probable cause applications, prisoner property receipts, MVA records, advice of rights/waivers applications/search/seizure warrants, medical records, defendant statements, victim statements, consent for search warrants, advisement rights, local/state/FBI records checks, injury body diagrams, latent print exams/results, crime scene sketches, crime scene processing reports, investigation checklists, supplement reports, custody logs, investigator notes, affidavits, photographic line-ups, witness summons, suspect statements, confession statements, latent prints, statements of charges, arrest reports (copies), fingerprints (copies), arrest warrants, advisement rights, related correspondence, and other case-related records.</p> <ul style="list-style-type: none"> • Keep in secure area. • Keep cases in file folders. • Restrict access to authorized personnel. 	<p>10, 14, 20, 26, 27, 30, 35, 37, 40, 53, 55</p> <p>Other Unit(s)</p>	<p>Use disposition standards listed below:</p> <ol style="list-style-type: none"> 1. Closed felony cases: Destroy 5 years after court disposition date. 2. Open felony cases: Destroy after 25 years. 3. Misdemeanor cases: Destroy 3 years after court

ITEM # (1)	TYPE OF RECORD (2)	UNIT # (3)	DISPOSITION (4)
527	<ul style="list-style-type: none"> • Keep vice/organized crime cases apart from central records systems. • Label file folders with F and M cases. • Use case management designations: open, suspended, closed, unfounded, etc. • Use case status control system (investigator assigned, date assigned, etc.). • Case file A-Z by incident type, CCN, and year date. • Case file weapons, obscene, and hate cases A-Z by accused and CCN. <p><u>CRIMINAL INVESTIGATION RECORDS</u> (Continued)</p> <ul style="list-style-type: none"> • Transfer closed cases to off-site for storage. • Keep criminal investigation cases apart from other police records. • Use ACCO fasteners for case files. • Keep adult suspect cases apart from juvenile suspect cases. • Case file narcotics/prostitution cases by special number and year date. 		<p style="text-align: center;">disposition date.</p> <ol style="list-style-type: none"> 4. Unassigned cases: Destroy after 3 years from creation date. 5. Open homicide cases: Destroy after 50 years. 6. Killed officers: Destroy after 50 years. 7. Vice/narcotics cases: Destroy after 25 years. 8. Closed bad check cases: Destroy after 1 year. 9. Open bad check cases: Destroy after 5 years. 10. Hit/run cases: Destroy after 3 years. 11. Property recovery cases: Destroy after 3 years. 12. Death cases: Destroy 3 years after case closed. 13. Juvenile offense cases: Destroy 3 years after disposition date. 14. Missing person cases: Destroy 3 years after person found/located. 15. Runaway cases: Destroy 1 year after person located/found.

ITEM # (1)	TYPE OF RECORD (2)	UNIT # (3)	DISPOSITION (4)
			16. Suicide cases: Destroy 3 years after disposition date. 17. Traffic fatality cases: Destroy after 3 years. 18. Vandalism cases: Destroy after 3 years. 19. Vehicle theft cases: Destroy after 5 years. 20. DWI cases: Destroy after 3 years.
528	<u>DERELICT BOAT/DEBRIS REPORTS</u> Includes boat debris reports. • Attach/staple to applicable marine assistance reports (552).	27	Destroy after 3 years.
529	<u>DISPATCH CARDS</u> Includes manual/radio complaints for police services. • Conform to unit filing practices.	46	Destroy after 1 year.
530	<u>DISSEMINATION RECORDS</u> Includes adult arrest reports/printout disseminations for criminal justice agencies and other law enforcement organizations. • File by year date.	9, 46	Destroy after 3 years.
530	<u>DISSEMINATION RECORDS (Continued)</u> • Cutoff by calendar year.		

ITEM # (1)	TYPE OF RECORD (2)	UNIT # (3)	DISPOSITION (4)
531	<p><u>DRIVER RE-EXAMINATION RECORDS</u></p> <p>Includes records for driver re-examinations.</p> <ul style="list-style-type: none"> • File A-Z by name and year date. • Unit 46: Keep apart from other records. 	<p>20, 30, 46, 53</p> <p>Other Unit(s)</p>	<p>Destroy after 1 year.</p>
532	<p><u>DRIVER LICENSE SUSPENSION ORDERS</u></p> <p>Includes driver license suspension/certification orders for DWI violations/other related records.</p> <ul style="list-style-type: none"> • File A-Z by driver and year date. • Unit 46: Keep apart from police records. 	<p>20, 30, 46, 53</p> <p>Other Unit(s)</p>	<p>Unit 46: Destroy after 3 years.</p> <p>Other Units: Destroy after 1 year.</p>
533	<p><u>EMERGENCY EVALUATION RECORDS</u></p> <p>Includes emergency petitions and orders for persons with mental disorders.</p> <ul style="list-style-type: none"> • File A-Z by evaluatee and year date. • Keep apart from other police records. 	<p>46</p> <p>Other Unit(s)</p>	<p>Destroy after 1 year.</p>
534	<p><u>EXPUNGEMENT RECORDS</u></p> <p>Includes adult and juvenile offender records expunged by court orders.</p> <ul style="list-style-type: none"> • Keep in inaccessible place. 	<p>46</p>	<p>Destroy after 3 years.</p>

ITEM # (1)	TYPE OF RECORD (2)	UNIT # (3)	DISPOSITION (4)
535	<ul style="list-style-type: none"> • Store in locked file cabinets. • File A-Z and by year date. • Keep in manila envelopes. • Mark envelopes with personal descriptions (name, race, sex, DOB, docket #, and expungement date). • Limit access to designated records personnel. • Do not access files for information dissemination. • Require Ex Parte Order for files access. <p><u>FILM RECORDS</u></p> <p>Includes photographic negatives for adult defendants, juvenile offenders, motor vehicle accidents, crime/incident scenes, special events, and other agency-related negatives.</p> <ul style="list-style-type: none"> • Keep adult negatives apart from juvenile offenders. • Keep motor vehicle accident negatives apart from other negatives. • Keep special event negatives apart from other negatives. • Keep crime/incident scene negatives in special envelopes by CCN. • Keep special events negatives by assigned numbers. Offer to Md. Archives for historical preservation. 	12 Other Unit(s)	See disposition standards below.

ITEM # (1)	TYPE OF RECORD (2)	UNIT # (3)	DISPOSITION (4)
	<ul style="list-style-type: none"> • Mark envelopes date processed for disposition. 		
535	<p>FILM RECORDS (Continued)</p> <ul style="list-style-type: none"> • Label adult and juvenile offender file folders with last name, first and middle, race, sex, and year processed. • Print/keep most current photograph with Adult/Juvenile Files (502/545). • List offender name on reverse of prints. 		
(1)	<u>Accident Negatives</u>	12	Destroy after 3 years.
(2)	<u>Adult Negatives</u>	12	Destroy 10 years after arrest date.
(3)	<u>Crime Scene Negatives</u>	12	Destroy 25 years after arrest date.
(4)	<u>Incident Scene Negatives</u>	12	Destroy 25 years after arrest date.
(5)	<u>Juvenile Negatives</u>	12	Destroy when offender becomes 18 years old.
(6)	<p><u>Special Event Negatives</u></p> <p>Includes negatives for special events, persons, and other agency occasions.</p>	12	Transfer to Md. State Archives for preservation.
(7)	<p><u>Other Film Records</u></p> <p>Includes other film records not listed in above file categories.</p>	Applicable Unit(s)	Destroy after 5 years.
536	FINGERPRINT RECORDS		

ITEM # (1)	TYPE OF RECORD (2)	UNIT # (3)	DISPOSITION (4)
	<p>Includes ten-print cards taken from adult offenders, juvenile delinquents, and liquor store operators for positive identifications.</p> <ul style="list-style-type: none"> • File adult and juvenile offenders by ID # and by Henry classification system (if known). • Keep juvenile offenders apart from adult defendants. • Keep deceased prints apart from other prints. • Keep liquor store operator prints apart from other prints. 		
536	<u>FINGERPRINT RECORDS</u> (Continued)		
(1)	<u>Amputation Prints</u>	12	Destroy after 5 years.
(2)	<u>Deceased Prints</u>		
	Includes ten-prints for deceased adults, juveniles, and other crime-related persons.	12	Destroy after 1 year.
(3)	<u>FBI Prints</u>		
	Includes adult prints rejected by FBI.	12	Destroy after 30 days.
(4)	<u>Juvenile Prints</u>	12	Retain until offender becomes 21 years old, then destroy.
(5)	<u>Liquor Operator Prints</u>	12	Destroy 1 year after last print date.
(6)	<u>Local Prints</u>	12	Destroy when offender becomes 80 years old.
(7)	<u>Other Prints</u>		

ITEM # (1)	TYPE OF RECORD (2)	UNIT # (3)	DISPOSITION (4)
537	<p>Includes other fingerprints not listed in above file categories.</p> <p><u>FIREARMS REPORTS</u></p> <p>Includes stop/frisk reports for weapons violations.</p> <ul style="list-style-type: none"> • File by year date. • Cutoff by calendar year. 	<p>12</p> <p>10, 20, 30, 37, 53</p> <p>Other Unit(s)</p>	<p>Destroy 1 year after last print date.</p> <p>Destroy after 1 year.</p>
538	<p><u>INCIDENT RECORDS</u></p> <p>Includes crimes against persons, vehicles, property, society, and other police incident-related records.</p> <ul style="list-style-type: none"> • Unit 46: File by CCN and year date. • Other Units: Conform to unit filing practices. 	<p>9, 14, 35, 36, 40, 42, 43, 46</p> <p>Other Unit(s)</p>	<p>Unit 46: Destroy original after 25 years.</p> <p>Unit 40: See Item 527 for disposition date.</p> <p>Units 42/43: Destroy after 1 year.</p>
538	<p><u>INCIDENT RECORDS (Continued)</u></p>		<p>Unit 36: Destroy after 18 months.</p> <p>Unit 35: See Item 527 for disposition date.</p> <p>Unit 14: See Item 527 for disposition date.</p> <p>Unit 9: Destroy 30 days after NCIC entry date.</p> <p>Other Units: Destroy after 1 year.</p>

ITEM # (1)	TYPE OF RECORD (2)	UNIT # (3)	DISPOSITION (4)
539	<p><u>INCIDENT REPORTS</u></p> <p>Includes reports for death, vandalism, gambling, injury, sex offense, telephone misuse, and other police-related incidents.</p> <ul style="list-style-type: none"> • Unit 46: Merge with Incident Records (538) and file by CCN. • Other Units: Conform to unit filing practices. 	<p>14, 20, 26, 30, 36, 37, 42, 43, 46</p> <p>Other Unit(s)</p>	<p>Unit 46: Destroy after 25 years.</p> <p>Unit 36: Destroy after 18 months.</p> <p>Units 42/43: Destroy after 1 year.</p> <p>Unit 14: See Item 527 for disposition date.</p> <p>Other Units: Destroy after 1 year.</p>
540	<p><u>INFORMANT RECORDS</u></p> <p>Includes adult/juvenile informant-related records for criminal investigations and/or intelligence operations.</p> <ul style="list-style-type: none"> • Code informants with assigned numbers. • Keep files in locked/secured area. • Case file by assigned numbers. • Keep juveniles apart from adult informants and other police records. • Limit access to authorized personnel. 	<p>14</p>	<p>Destroy when no longer needed for criminal investigation.</p>
540	<p><u>INFORMANT RECORDS</u> (Continued)</p> <ul style="list-style-type: none"> • Supervise destruction by Unit Commander. 		

ITEM # (1)	TYPE OF RECORD (2)	UNIT # (3)	DISPOSITION (4)
541	<ul style="list-style-type: none"> • Destroy files by burning or shredding method. <p><u>INTELLIGENCE RECORDS</u></p> <p>Includes records for organized criminal activities, subversive actions, vice activities, terrorism, and civil disorders.</p> <ul style="list-style-type: none"> • Store files in secure area. • Keep files in locked file cabinets. • Identify "active" and "inactive" files. • Case file by name and assigned numbers. • Share information with local, state, and federal intelligence agencies on need-to-know basis. • Keep apart from centralized records systems. • Purge outdated/unreliable information to prevent recollection/dissemination. • Supervise destruction by Unit Commander. • Destroy files by burning or shredding methods. 	14	Destroy inactive files after 5 years.
542	<p><u>JUVENILE BOOKS</u></p> <p>Contains police blotters for arrested juvenile offenders.</p> <ul style="list-style-type: none"> • Keep apart from adult arrest dockets (501). 	46,	Destroy after 1 year.

ITEM # (1)	TYPE OF RECORD (2)	UNIT # (3)	DISPOSITION (4)
543	<ul style="list-style-type: none"> • Cutoff by calendar year. • Limit access to law enforcement agencies. <p><u>JUVENILE CITATIONS</u></p> <p>Includes citations for juvenile offenders.</p> <ul style="list-style-type: none"> • Unit 46: Merge with Juvenile Records (545) 	<p>36, 46</p> <p>Other Unit(s)</p>	<p>Unit 46: Destroy when juvenile becomes 18 years old.</p> <p>Unit 36: Destroy after 18 months.</p> <p>Other Units: Destroy after 1 year.</p>
544	<p><u>JUVENILE CIVIL CITATIONS</u></p> <p>Includes alcoholic beverages offenses committed by juvenile offenders.</p> <ul style="list-style-type: none"> • Unit 46: Case file A-Z by offender, race, sex, DOB, and year issued. Keep apart from other police records. • Other Units: Conform to unit filing practices. 	<p>30, 36, 46</p> <p>Other Unit(s)</p>	<p>Unit 46: Destroy 3 years from issuance date.</p> <p>Unit 36: Destroy after 18 months.</p> <p>Other Units: Destroy after 1 year.</p>
545	<p><u>JUVENILE RECORDS</u></p> <p>Includes citations, photographs, notifications, and other related records for charged/non-charged juvenile offenders.</p> <ul style="list-style-type: none"> • Unit 46: Case file by offender, ID #, race, sex, DOB, and Henry classification system (if known). • Unit 46: Label file folders eligible for destruction. 	<p>14, 20, 35, 36, 40, 42, 43, 46, 53, 55</p> <p>Other Unit(s)</p>	<p>Units 14, 35, 40: See Item 527 for disposition date.</p> <p>Unit 36: Destroy after 18 months.</p> <p>Units 42/43: Destroy after 1 year.</p>

ITEM # (1)	TYPE OF RECORD (2)	UNIT # (3)	DISPOSITION (4)
546	<ul style="list-style-type: none"> • Keep juvenile records apart from adult records. • Limit access to LEAs for criminal investigation and/or prosecution purposes. • Other Units: Conform to unit filing practices. <p><u>JUVENILE TRAFFIC BOOKS</u></p> <p>Contains police blotters for juveniles charged with traffic violations.</p> <ul style="list-style-type: none"> • Cutoff by calendar year. 	46	<p>Unit 46: Destroy when juveniles become 18 years old.</p> <p>Other Units: Destroy after 1 year.</p> <p>Destroy after 1 year.</p>
546	<p><u>JUVENILE TRAFFIC BOOKS</u> (Continued)</p> <ul style="list-style-type: none"> • Keep apart from adult traffic books (504). 		
547	<p><u>LAB EXAMINATION REQUESTS</u></p> <p>Includes MSP controlled dangerous substances requests for laboratory examinations.</p>	12, 14, 35, 40, 51, 55	Unit 12: Destroy after 3 years.
547	<p><u>LAB EXAMINATION REQUESTS</u> (Continued)</p> <ul style="list-style-type: none"> • Units 12/41: File by month and year date. Return requests/results to requesting units. • Other Units: Include in applicable criminal investigation cases (527). 	Other Unit(s)	<p>Units 40/41: Destroy after 5 years.</p> <p>Other Units: See Item 527 for disposition date.</p>
548	<p><u>LAB EXAMINATION RESULTS</u></p> <p>Includes MSP CDS/crime lab test results.</p>	12, 14, 35, 40, 41, 55	Unit 12: Destroy after 3 years.

ITEM # (1)	TYPE OF RECORD (2)	UNIT # (3)	DISPOSITION (4)
549	<ul style="list-style-type: none"> • Attach/staple to applicable lab requests and/or criminal investigation cases (527). <p><u>LATENT PRINT RECORDS</u></p> <p>Includes latent prints collected/lifted from crime scenes for suspect identifications.</p> <ul style="list-style-type: none"> • Unit 12: File in special envelopes by CCN and year date. Separate legible and illegible prints. • Other Units: Include copies in applicable criminal investigation cases (527). 	Other Unit(s) 12	Other Units: See Item 527 for disposition date. Major Crime Latents: Destroy after 25 years. Latent Prints Without Value: Destroy after 3 years. Other Non-Major Crime Latents: Destroy after 10 Years.
550	<p><u>LIQUOR CITATIONS</u></p> <p>Includes citations for alcoholic beverages violations.</p> <ul style="list-style-type: none"> • Case file A-Z by licensee and year date. 	26 Other Unit(s)	Unit 26: Destroy after 3 years. Other Units: Destroy after 1 year.
550	<p><u>LIQUOR CITATIONS</u> (Continued)</p> <ul style="list-style-type: none"> • Cutoff by calendar year. 		
551	<p><u>LOSS NOTICES</u></p> <p>Includes loss, theft, damage, and license plate records for motor vehicles.</p> <ul style="list-style-type: none"> • Attach/staple to applicable vehicle reports (579). 	30, 46 Other Unit(s)	
552	<p><u>MARINE ASSISTANCE REPORTS</u></p> <p>Includes marine assistance reports and other related records for disabled vessels and watercrafts.</p>	27	Destroy after 3 years.

ITEM # (1)	TYPE OF RECORD (2)	UNIT # (3)	DISPOSITION (4)
553	<ul style="list-style-type: none"> • File by year date. • Keep apart from other police records. • Cutoff by calendar year. <p><u>MISSING PERSONS REPORTS</u></p> <p>Includes missing/runaway persons reports.</p> <ul style="list-style-type: none"> • Unit 46: Merge with Incident Records (538) and file by CCN. • Other Units: Conform to unit filing practices. 	<p>Other Unit(s)</p> <p>9, 14, 35, 36, 42, 43, 46</p> <p>Other Unit(s)</p>	<p>Unit 9: Destroy 30 days after NCIC entry date.</p> <p>Units 14/35: See Item 527 for disposition date.</p> <p>Unit 36: Destroy after 18 months.</p> <p>Units 42/43: Destroy after 1 year.</p> <p>Unit 46: Destroy after 25 years.</p>
554	<p><u>MOTOR VEHICLE ACCIDENT REPORTS</u></p> <p>Includes motor vehicle accident reports for fatalities, personal injuries, property damages, and other accident-related records.</p> <ul style="list-style-type: none"> • Unit 46: File by CCN. Keep apart from other police records. 	<p>30, 34, 42, 46, 49,</p> <p>Other Unit(s)</p>	<p>Unit 46: Destroy after 3 years.</p> <p>Other Units: Destroy after 60 days.</p>
554	<p><u>MOTOR VEHICLE ACCIDENT REPORTS</u> (Continued)</p> <ul style="list-style-type: none"> • Other Units: Conform to unit filing practices. 		
555	<p><u>OFFENDER CRIMINAL HISTORY RECORDS</u></p>		

ITEM # (1)	TYPE OF RECORD (2)	UNIT # (3)	DISPOSITION (4)
	Includes adult criminal records/prints challenged by offenders per CHRI completeness, contents, accuracy and dissemination.		
(1)	<u>Adult Arrest Records</u>	46	Destroy after 4 years.
(2)	<u>Adult Fingerprint Records</u>	46	Destroy after 15 years.
556	<u>PARKING CITATIONS</u>		
	Includes parking violation records/notices for public/residential areas/spaces. <ul style="list-style-type: none"> • Keep by day and year issued. • Cutoff by calendar year. • Keep apart from other police records. 	30, 31, 32, 36, 49, 53 Other Unit(s)	Unit 31: Destroy after 1 year. Unit 32: Destroy after 2 years. Unit 36: Destroy after 18 months. Other Units: Destroy after 1 year.
557	<u>PARKING TICKET TRANSMITTALS</u>		
	Includes parking tickets transferred to District Court for dispositions. <ul style="list-style-type: none"> • File by year date. • Cutoff by calendar year. • See Item 555. 	32	Destroy after 2 years.
558	<u>PHOTOGRAPHIC LINE-UP FORMS</u>		
	Includes photographs for suspect identification by witnesses, victims, and other persons	14, 35, 40, 55	See Item 527 for disposition date.

ITEM # (1)	TYPE OF RECORD (2)	UNIT # (3)	DISPOSITION (4)
559	<p>associated with criminal events.</p> <ul style="list-style-type: none"> • Include in applicable criminal investigation cases (527). <p><u>PHOTOGRAPHIC RECORDS</u></p> <p>Includes mug shots for adult and juvenile offenders.</p> <ul style="list-style-type: none"> • Keep adult photographs apart from juveniles. • File in special envelopes by ID #. • Merge adult mugs shots with adult negatives (535-2). • Merge juvenile mugs shots with juvenile negatives (535-5). • See Item 535 for special recordkeeping requirements. 	Other Unit(s)	
(1)	<u>Adult Mugs shots</u>	12	Destroy 10 years after arrest date.
(2)	<u>Juvenile Mugs Shots</u>	12	Destroy when offender becomes 18 years old.
560	<p><u>POLYGRAPH RECORDS</u></p> <p>Includes polygraph tests, results, requests, questionnaires, and other related records for employment and/or prosecution.</p> <ul style="list-style-type: none"> • Keep apart from employee personnel files (323-16). • Keep in locked file cabinets. • Limit access to authorized personnel. 	14, 23, 24, 38, 49	Destroy 3 years from creation date.

ITEM # (1)	TYPE OF RECORD (2)	UNIT # (3)	DISPOSITION (4)
561	<ul style="list-style-type: none"> • Separate passed or failed applicants/candidates as needed. • Keep apart from personnel and internal investigation records. • Case file A-Z by testee, polygraph #, and year date. <p><u>POLYGRAPH REQUESTS/RELEASES</u></p> <p>Includes requests/releases for polygraph examinations.</p> <ul style="list-style-type: none"> • Attach/staple to applicable testee/interviewee files (559). 	38 Other Unit(s)	Destroy 3 years from creation date.
562	<p><u>QUARANTINE REPORTS</u></p> <p>Includes reports for rabid animals.</p> <ul style="list-style-type: none"> • Unit 46: Attach/staple to applicable animal bite reports (511) and merge with Incident Records (538). • Other Units: File by year date. 	36, 42, 43, 46 Other Unit(s)	<p>Unit 36: Destroy after 18 monthlis.</p> <p>Unit 42/43: Destroy after 1 year.</p> <p>Unit 46: Destroy after 25 years.</p>
563	<p><u>RADIO LOGS</u></p> <p>Includes hardcopy communications between dispatchers, citizens, and police officers.</p> <ul style="list-style-type: none"> • File by CCN. • Cutoff by calendar year. 	46	Destroy after 1 year.
564	<p><u>REQUESTS FOR CRIME LAB TESTS</u></p>		

ITEM # (1)	TYPE OF RECORD (2)	UNIT # (3)	DISPOSITION (4)
565	<p>Includes requests for crime lab examinations and results.</p> <ul style="list-style-type: none"> • Units 12/41: File by month and year date. Return requests/results to source units. • Other Units: Include in applicable criminal investigation cases (527). <p><u>RIDE ALONG RECORDS</u></p>	<p>12, 14, 35, 40, 41, 55</p> <p>Other Unit(s)</p>	<p>Unit 12: Destroy after 3 years.</p> <p>Other Units: See Item 527 for disposition date.</p>
566	<p>Includes applications, waivers, agreements, and authorizations for police vehicle passengers.</p> <ul style="list-style-type: none"> • File A-Z by participant and year date. • Cutoff by calendar year. • Keep apart from other records. <p><u>SAFETY ORDERS/WARNINGS</u></p>	<p>8</p> <p>Other Unit(s)</p>	<p>Destroy after 3 years.</p>
567	<p>Includes vehicle safety equipment repair orders/warnings for defective vehicle-related equipment records.</p> <ul style="list-style-type: none"> • File A-Z by name and year date. • If no name, file by pre-issued # and year date. <p><u>SEARCH WARRANTS</u></p> <p>Includes court-issued search warrants for premises, persons, and motor vehicles.</p> <ul style="list-style-type: none"> • Include in applicable criminal investigation cases (527). 	<p>20, 30, 46, 53</p> <p>Other Unit(s)</p> <p>14, 35, 40</p> <p>Other Unit(s)</p>	<p>Destroy after 1 year.</p> <p>See Item 527 for disposition date.</p>

ITEM # (1)	TYPE OF RECORD (2)	UNIT # (3)	DISPOSITION (4)
568	<p><u>STATE LAB ANALYSIS REPORTS</u></p> <p>Includes lab analysis requests for crime-related materials.</p> <ul style="list-style-type: none"> • Unit 12: File by month and year date. • Other Units: Include in applicable criminal investigation cases (527). 	<p>12, 14, 35, 40</p> <p>Other Unit(s)</p>	<p>Unit 12: Destroy after 3 years.</p> <p>Other Units: See Item 527 for disposition date.</p>
569	<p><u>STATEMENT RECORDS</u></p> <p>Includes statements from accused, defendants, suspects, victims, and witnesses associated with criminal investigation cases.</p> <ul style="list-style-type: none"> • Include in applicable criminal investigation cases (527). • Keep apart from Incident Records (538) 	<p>14, 34, 40</p> <p>Other Unit(s)</p>	<p>See Item 527 for disposition date.</p>
570	<p><u>SUPPLEMENT REPORTS</u></p> <p>Includes supplement/follow-up reports for crimes against persons, property, accidents, arrests, and criminal investigation cases.</p> <ul style="list-style-type: none"> • Unit 46: Merge with applicable Incident Records (538). 	<p>9, 14, 18, 20, 30, 36, 40, 41, 43, 46, 52</p> <p>Other Unit(s)</p>	<p>Unit 9: Destroy 60 days after property removed from NCIC file.</p> <p>Unit 36: Destroy after 18 months.</p>
570	<p><u>SUPPLEMENT REPORTS</u> (Continued)</p> <ul style="list-style-type: none"> • Other Units: Attach/staple to applicable reports with same CCN (538). 		<p>Unit 43: Destroy after 1 year.</p> <p>Unit 46: Destroy after 25 years.</p>

ITEM # (1)	TYPE OF RECORD (2)	UNIT # (3)	DISPOSITION (4)
571	<p><u>SUSPENSION ORDERS</u></p> <p>Includes records for suspended driver licenses.</p> <ul style="list-style-type: none"> • File by ticket # and year date. 	<p>20, 30, 46, 53</p> <p>Other Unit(s)</p>	<p>Other Units: Destroy after 1 year.</p> <p>Destroy after 1 year.</p>
572	<p><u>TALLY RECORDS</u></p> <p>Includes tally records for issued citation books.</p> <ul style="list-style-type: none"> • Unit 46: Attach to applicable citations in numerical order (573). Return partially used books to MVA. • Other Units: Conform to unit filing practices. • Citation Books cannot be reassigned, lent, borrowed, or shared with other officers and agencies. 	<p>46</p> <p>Other Unit(s)</p>	<p>Destroy after 3 years.</p> <p>Other Units: Destroy after 1 year.</p>
573	<p><u>TRAFFIC CITATIONS</u></p> <p>Includes Md. uniform complaints and citations for motor vehicle violations.</p> <ul style="list-style-type: none"> • File by pre-issued number and year date. • Citation tickets cannot be reassigned, lent, borrowed, or shared with other officers and agencies. • Cutoff by calendar year. 	<p>46</p> <p>Other Unit(s)</p>	<p>Destroy after 3 years.</p> <p>Other Units: Destroy after 1 year.</p>
574	<p><u>TRAFFIC CITATION TRANSMITTALS</u></p>		

ITEM # (1)	TYPE OF RECORD (2)	UNIT # (3)	DISPOSITION (4)
574	<p>Includes traffic tickets transferred to District Court for dispositions.</p> <p><u>TRAFFIC CITATION TRANSMITTALS</u> (Continued)</p> <ul style="list-style-type: none"> • Keep in 3-ring binders by year date. • Cutoff by calendar year. 	46	Destroy after 3 years.
575	<p><u>UNPAID PARKING TICKETS</u></p> <p>Includes unpaid parking tickets flagged by MVA for collection.</p> <ul style="list-style-type: none"> • File by fiscal year. • Cutoff by calendar year. 		Destroy after 5 years.
576	<p><u>VALIDATION RECORDS</u></p> <p>Includes NCIC validations, prints/tapes for missing persons, articles, wanted persons, guns, stolen vehicles, securities, boats, license plates, and other NCIC-related records.</p> <ul style="list-style-type: none"> • File by validation type and year date. • Follow monthly validation schedules. • Follow validation deadlines. • See NCIC Operating Manual (Section 3) for quality control procedures. • Use database for validations or hardcopy files. 	51 Other Unit(s)	Destroy 1 year after NCIC audit date.

ITEM # (1)	TYPE OF RECORD (2)	UNIT # (3)	DISPOSITION (4)
577	<ul style="list-style-type: none"> • Apply NCIC validation standards stored in agency computerized system. <p><u>VEHICLE APPEAL CASES</u></p> <p>Includes impounded/contested vehicles for unpaid traffic fines, towing fees, and storage charges.</p> <ul style="list-style-type: none"> • Case file A-Z by vehicle owner, contestant, or appellant, and year date. • Cutoff by calendar year. 	31	Destroy 1 year after case disposition date.
578	<p><u>VEHICLE IMPOUND LISTS</u></p> <p>Includes vehicles impounded for evidence, traffic, forfeiture, abandoned, wanted, and scofflaw violations.</p> <ul style="list-style-type: none"> • File by year date. 	2, 9, 46, 49, 53, 54 Other Unit(s)	Unit 46: Destroy after 3 years. Other Units: Destroy after 1 year.
579	<p><u>VEHICLE INVENTORY FORMS</u></p> <p>Includes inventory forms used for impounded vehicles.</p> <ul style="list-style-type: none"> • Staple to applicable vehicle reports with same CCN (579) and criminal investigation cases (527). 	33, 41, 46, 54 Other Unit(s)	See Item 579 for disposition date. See Item 527 for disposition date.
580	<p><u>VEHICLE REPORTS</u></p> <p>Includes reports for stolen, impounded, towed, and recovered motor vehicles.</p> <ul style="list-style-type: none"> • File by CCN. 	9, 14, 20, 36, 40, 42, 43, 46, 53 Other Unit(s)	Unit 46: Destroy after 25 years. Unit 9: Destroy 30 days after NCIC entry date.

ITEM # (1)	TYPE OF RECORD (2)	UNIT # (3)	DISPOSITION (4)
581	<ul style="list-style-type: none"> • Attach/staple recovered vehicle reports to applicable stolen vehicle reports. • Unit 46: Merge vehicle reports with Incident Records (538). <p><u>WARRANT RECORDS</u></p> <p>Includes arrest warrants issued by Circuit/District Courts.</p> <ul style="list-style-type: none"> • All Units: File A-Z by defendant and year date. • Unit 9: Follow NCIC entry/cancellation/retention standards. Transfer recalled/served warrants to District Court. • Unit 57: Enter/remove warrants stored in agency computer system. Follow NCIC entry/cancellation/retention guidelines. 	<p>9, 41, 46, 57</p> <p>Other Unit(s)</p>	<p>Unit 36: Destroy after 18 months.</p> <p>Other Units: Destroy after 1 year.</p> <p>Use disposition standards listed below:</p> <ol style="list-style-type: none"> 1. Served warrants: Destroy 1 year after warrant service date. 2. Unserved warrants: Retain until served, cancelled, or recalled by District Court Judge, then destroy.
581	<p><u>WARRANT RECORDS</u> (Continued)</p> <ul style="list-style-type: none"> • Unit 46: Attach/staple copies to applicable arrest reports (502). • Units 35/40: Include in applicable criminal investigation cases (527). 		
582	<p><u>WATERCRAFT ACCIDENT REPORTS</u></p> <p>Includes water-related boat accident records.</p> <ul style="list-style-type: none"> • File A-Z by victim, CCN, and year date. • Keep apart from motor vehicle accident reports (554). • Cutoff by calendar year. 	<p>27</p> <p>Other Unit(s)</p>	<p>Unit 46: Destroy after 3 years.</p> <p>Other Units: Destroy after 1 year.</p>

ITEM # (1)	TYPE OF RECORD (2)	UNIT # (3)	DISPOSITION (4)
583	<p><u>WATERWAY CITATIONS</u></p> <p>Includes citations for illegal water placements, erections, barriers, and other water-related construction operations.</p> <ul style="list-style-type: none"> • File by year date. • Cutoff by calendar year. 	<p>46</p> <p>Other Unit(s)</p>	<p>Destroy after 1 year.</p>
584	<p><u>WATER WARNING RECORDS</u></p> <p>Includes warning records for water shortage-related emergencies.</p> <ul style="list-style-type: none"> • File by year date. 	<p>46</p> <p>Other Unit(s)</p>	<p>Destroy after 1 year.</p>
585	<p><u>WITNESS SUMMONS</u></p> <p>Includes court summons for traffic/criminal cases.</p> <ul style="list-style-type: none"> • Unit 46: Attach to Applicable Traffic Citations (573). • Unit 46: Attach criminal summons to applicable Incident Reports (538) • Other Units: Conform to unit filing practices. 	<p>14, 20, 30, 46, 49</p> <p>Other Unit(s)</p>	<p>Minimum Retention 1 year. Maximum retention 3 years.</p>
586	<p><u>OTHER POLICE RECORDS</u></p> <p>Includes other police-related records not listed in above file categories.</p> <ul style="list-style-type: none"> • Conform to unit filing practices. 	<p>46</p> <p>Other Unit(s)</p>	<p>Unit 46: Destroy after 3 years.</p> <p>Other Units: Destroy after 1 year.</p>

ITEM # (1)	TYPE OF RECORD (2)	UNIT # (3)	DISPOSITION (4)
600	<p><u>PROPERTY RECORDS</u></p> <p>Includes abandoned, stolen, recovered, lost, found, inventoried, surplus, auctioned, disposed, destroyed property, vehicles, vessels, equipment, weapons, and other police personal property-related records.</p>		
601	<p><u>ABANDONED VEHICLE DISPOSAL RECORDS</u></p> <p>Includes abandoned and impounded vehicle-related disposal records.</p> <ul style="list-style-type: none"> • File by year date. • See Md. Vehicle Law, Sec. 25-207-209 for vehicle disposal procedures. 	<p>41</p> <p>Other Unit(s)</p>	<p>Destroy 1 year after vehicle destruction date.</p>
602	<p><u>ABANDONED VEHICLE RECORDS</u></p> <p>Includes records for abandoned, dismantled, non-operating, wrecked, junked, and discarded vehicles.</p> <ul style="list-style-type: none"> • File by year date. • Cutoff by calendar year. 	<p>53</p> <p>Other Unit(s)</p>	<p>Destroy 1 year after property disposition date.</p>
603	<p><u>AGENCY PROPERTY DISPOSAL RECORDS</u></p> <p>Includes inventoried, sold, auctioned, destroyed, and surplus agency property disposal records.</p> <ul style="list-style-type: none"> • File by year date. • Follow fixed assets disposal procedures. 	<p>12, 28, 41</p> <p>Other Unit(s)</p>	<p>Destroy after 2 years.</p>

ITEM # (1)	TYPE OF RECORD (2)	UNIT # (3)	DISPOSITION (4)
604	<p><u>ALCOHOLIC BEVERAGES DISPOSAL RECORDS</u></p> <p>Includes confiscated/forfeited alcoholic beverages and other alcohol-related disposal records.</p> <ul style="list-style-type: none"> • File by year date. • See Md. Code, Article 2B, Sec. 3 for alcoholic beverages/items disposal procedures. 	<p>26</p> <p>Other Unit(s)</p>	<p>Destroy 1 year after court disposition date.</p>
605	<p><u>AUCTION RECORDS</u></p> <p>Includes lost, found, abandoned, unclaimed, forfeited, undistributed, contraband, and stolen property-related records sold at public auctions.</p> <ul style="list-style-type: none"> • File A-Z and by year date. 	<p>8</p> <p>Other Unit(s)</p>	<p>Retain 3 years or until after audit, whichever is sooner, then destroy.</p>
606	<p><u>AGENCY VEHICLE DISPOSAL RECORDS</u></p> <p>Includes inventoried, sold, traded, auctioned, destroyed, and surplus police vehicle disposal records.</p> <ul style="list-style-type: none"> • File by year date. • Follow fixed assets disposal procedures. 	<p>54</p> <p>Other Unit(s)</p>	<p>Destroy 1 year after vehicle disposition date.</p>
607	<p><u>BADGE NUMBER LISTINGS</u></p> <p>Includes issued badge numbers for police personnel.</p> <ul style="list-style-type: none"> • File by year date. 	<p>8</p> <p>Other Unit(s)</p>	<p>Destroy when superseded or updated.</p>

ITEM # (1)	TYPE OF RECORD (2)	UNIT # (3)	DISPOSITION (4)
608	<u>BALLISTIC VEST RECORDS</u> Includes bullet proof records for vests issued to police personnel. • File A-Z by officer ID # and year date.	2, 41 Other Unit(s)	Destroy when vests removed from service or officer retired, whichever is sooner.
609	<u>BREATHALYZER EQUIPMENT RECORDS</u> Includes breathalyzer-related records for alcohol detections. • Case file A-Z by operator # and year date. • Send field inspections to State Toxicologist's Office. • Purge file for useless materials.	49, 53 Other Unit(s)	Destroy 1 year after equipment destruction date.
610	<u>CASE CARDS</u> Includes index cards for lost, found, stolen, and confiscated personal property records. • File by CCN and year date.		
(1)	<u>Evidence Cards</u>	41 Other Unit(s)	Destroy 1 year after property destruction date.
(2)	<u>Non-Evidence Cards</u>	41 Other Unit(s)	Destroy 1 year after property destruction date.
611	<u>CLOTHING ALLOWANCE RECORDS</u>		

ITEM # (1)	TYPE OF RECORD (2)	UNIT # (3)	DISPOSITION (4)
612	<p>Includes clothing allowance records for sworn and non-sworn agency personnel.</p> <ul style="list-style-type: none"> • File by year date. <p><u>CLOTHING EVIDENCE RECORDS</u></p>	<p>41, 44</p> <p>Other Unit(s)</p>	<p>Destroy after 1 year.</p>
613	<p>Includes records for clothing evidence collected from crime scenes stored in Police Property Room.</p> <ul style="list-style-type: none"> • File by year date. • Follow General Order (K.1) for drying and storing clothing evidences. <p><u>CONFISCATED ALCOHOLIC BEVERAGES RECORDS</u></p>	<p>41,</p> <p>Other Unit(s)</p>	<p>Destroy 1 year after court disposition date.</p>
614	<p>Includes records for confiscated alcoholic beverages.</p> <ul style="list-style-type: none"> • File by year date. <p><u>CONFISCATED PROPERTY RECORDS</u></p>	<p>26</p> <p>Other Unit(s)</p>	<p>Destroy after 3 years.</p>
614	<p>Includes records for confiscated/evidence property/items stored in Police Property Room.</p> <p><u>CONFISCATED PROPERTY RECORDS</u> (Continued)</p> <ul style="list-style-type: none"> • File by year date. • Require court order for property releases. • Follow General Order (K.1) for labeling, packing, and sealing property evidence. 	<p>41</p> <p>Other Unit(s)</p>	<p>Destroy 1 year after court disposition date.</p>

ITEM # (1)	TYPE OF RECORD (2)	UNIT # (3)	DISPOSITION (4)
615	<p><u>DAILY FUEL RECORDS</u></p> <p>Includes motor vehicle consumption-related records.</p> <ul style="list-style-type: none"> • File by year date. 	<p>54</p> <p>Other Unit(s)</p>	<p>Destroy after 1 year.</p>
616	<p><u>DRUG DISPOSITION RECORDS</u></p> <p>Includes records for narcotics/drug destruction operations.</p> <ul style="list-style-type: none"> • File by year date. • Supervise destruction by Unit Commander. 	<p>41</p> <p>Other Unit(s)</p>	<p>Destroy 1 year after drugs destruction date.</p>
617	<p><u>DRUG LOGS</u></p> <p>Includes drug transport-related logs/records.</p> <ul style="list-style-type: none"> • File by year date. 	<p>41</p> <p>Other Unit(s)</p>	<p>Destroy 1 year after drugs destruction date.</p>
618	<p><u>EQUIPMENT ALLOWANCE RECORDS</u></p> <p>Includes equipment-related allowance records for law enforcement operations.</p> <ul style="list-style-type: none"> • File by year date. 	<p>41</p> <p>Other Unit(s)</p>	<p>Destroy after 1 year.</p>
619	<p><u>EQUIPMENT RECORDS</u></p> <p>Includes protective/safety-related equipment issued to police personnel.</p> <ul style="list-style-type: none"> • File A-Z by recipient and year date. 	<p>41</p> <p>Other Unit(s)</p>	<p>Destroy 1 year after employee separation date.</p>

ITEM # (1)	TYPE OF RECORD (2)	UNIT # (3)	DISPOSITION (4)
620	<u>FOUND/LOST PROPERTY RECORDS</u> Includes records for found/lost personal property/items stored in Police Property Room. <ul style="list-style-type: none"> • File by year date. • Follow General Order (K.1) for labeling and storing property. 	41 Other Unit(s)	Destroy 1 year after property released to owners.
621	<u>HANDGUN DISPOSAL RECORDS</u> Includes seized, forfeited, sold, and traded handgun-related disposal records. <ul style="list-style-type: none"> • File by year date. • Notify MSP within 30 days from disposal date. • See Md. Code, Sec. 36C for handgun disposal procedures. 	3, 41 Other Unit(s)	Destroy 1 year after court disposition date.
622	<u>INVENTORY FORMS</u> Includes property inventory records for towed and impounded motor vehicles. <ul style="list-style-type: none"> • Attach/staple to applicable vehicle reports (579). 	36, 43, 46 Other Unit(s)	Unit 36: Destroy after 18 months. Unit 43: Destroy after 1 year. Unit 46: Destroy after 3 years.
623	<u>NARCOTICS DISPOSAL RECORDS</u> Includes seized/forfeited controlled dangerous substances and other drug-related paraphernalia disposal records. <ul style="list-style-type: none"> • File by year date. 	41, 55 Other Unit(s)	Destroy 1 year after court disposition date.

ITEM # (1)	TYPE OF RECORD (2)	UNIT # (3)	DISPOSITION (4)
	<ul style="list-style-type: none"> • See Md. Code, Article 27, Sec. 297(f) for drug disposal procedures. 		
624	<p><u>NARCOTICS EVIDENCE RECORDS</u></p> <p>Includes records for narcotics evidence collected from crime scenes stored in Police Property Room.</p>	41	Destroy 1 year after court disposition date.
624	<p><u>NARCOTICS EVIDENCE RECORDS</u> (Continued)</p> <ul style="list-style-type: none"> • File by year date. • Follow General Order (K.1) for packing, protecting, and storing controlled dangerous substances. 	Other Unit(s)	
625	<p><u>PARKING METER RECORDS</u></p> <p>Includes records for parking meter costs, locations, installations, and other related materials.</p> <ul style="list-style-type: none"> • File by year date. 	28 Other Unit(s)	Destroy after 2 years.
626	<p><u>PHYSICAL INVENTORY RECORDS</u></p> <p>Includes acquisition records for inventoried personal property.</p> <ul style="list-style-type: none"> • Keep in 3-ring binders. • Keep in accessible places. • Store in non-paper media. 	All Units	<p>Destroy when superseded or obsolete.</p> <p>Apply above disposition standard to all records listed below.</p>

ITEM # (1)	TYPE OF RECORD (2)	UNIT # (3)	DISPOSITION (4)
	<ul style="list-style-type: none"> • Follow fixed assets inventory procedures. • File weapons by serial # and weapon type as needed. • Case file vehicles by vehicle # and year date. • Keep ammunition records by ammunition type and year date. 		
(1)	<u>Ammunition Records</u>	3 Other Unit(s)	
(2)	<u>Fixed Assets Records</u>	19 Other Unit(s)	
626	<u>PHYSICAL INVENTORY RECORDS</u> (Continued)		
(3)	<u>Vehicle Records</u>	54 Other Unit(s)	
(4)	<u>Weapons Records</u>	3 Other Unit(s)	
(5)	<u>Other Records</u> Includes other inventory-related records not listed in above file categories.	Applicable Unit(s)	
627	<u>POLICE CURRENCY DISPOSAL RECORDS</u>		

ITEM # (1)	TYPE OF RECORD (2)	UNIT # (3)	DISPOSITION (4)
	<p>Includes seized/confiscated currency, money, coins, and notes disposal records.</p> <ul style="list-style-type: none"> • File by year date. • See City Code, Sec. 2.36.060 for currency disposal procedures. • See Md. Code, Article 27, Sec. 297(f) for currency disposal procedures. 	<p>41 Other Unit(s)</p>	<p>Destroy 1 year after court disposition date.</p>
628	<p><u>POLICE PROPERTY DISPOSAL RECORDS</u></p>		
	<p>Includes lost, abandoned, unclaimed, forfeited, and stolen property disposal records.</p> <ul style="list-style-type: none"> • File by year date. • See City Code, Sec. 2.36.060 for property disposal procedures. 	<p>41 Other Unit(s)</p>	<p>Destroy 1 year after property disposition date.</p>
629	<p><u>POLICE RECORDS DISPOSALS</u></p>		
	<p>Includes disposal certificates, retention schedules and other police-related records destructions.</p> <ul style="list-style-type: none"> • File by year date. 	<p>46 Other Unit(s)</p>	<p>Destroy after 3 years.</p>
630	<p><u>PRECIOUS METALS RECORDS</u></p>		
	<p>Includes seller/buyer records for personal property sold/loaned to licensed dealers.</p> <ul style="list-style-type: none"> • File A-Z by dealer and year date. • Keep apart from other police records. 	<p>14, 20, 40 Other Unit(s)</p>	<p>Destroy after 1 year.</p>

ITEM # (1)	TYPE OF RECORD (2)	UNIT # (3)	DISPOSITION (4)
631	<p><u>PRISONER PROPERTY RECORDS</u></p> <p>Includes personal property items removed from prisoners for temporary storage.</p> <ul style="list-style-type: none"> • Unit 46: Keep apart from other police records. File A-Z by prisoner and year date. • Other Units: Conform to unit filing practices. 	<p>46</p> <p>Other Unit(s)</p>	<p>Unit 46: Destroy after 3 years.</p> <p>Other Units: Destroy after 1 year.</p>
632	<p><u>PROPERTY DAMAGE RECORDS</u></p> <p>Includes property damages caused by police vehicles and citizens.</p> <ul style="list-style-type: none"> • File by year date. • Keep apart from other police records. • Separate damage by police vehicles and by citizens as needed. 	<p>2, 8, 24</p> <p>Other Unit(s)</p>	<p>Destroy after 1 year.</p>
633	<p><u>PUBLIC AUCTION RECORDS</u></p> <p>Includes auctioned/sold records for abandoned, unclaimed articles, vehicles, bicycles, boats, and other personal property items.</p> <ul style="list-style-type: none"> • Keep by type of property sold and year date. 	<p>41</p> <p>Other Unit(s)</p>	<p>Destroy after 3 years.</p>
634	<p><u>RADAR/VASCAR EQUIPMENT RECORDS</u></p> <p>Includes speed detection equipment-related records.</p> <ul style="list-style-type: none"> • Case file A-Z by operator # and year date. 	<p>52, 53</p> <p>Other Unit(s)</p>	<p>Destroy 1 year after equipment disposition date.</p>
634	<p><u>RADAR/VASCAR EQUIPMENT RECORDS</u> (Continued)</p>		

ITEM # (1)	TYPE OF RECORD (2)	UNIT # (3)	DISPOSITION (4)
635	<ul style="list-style-type: none"> • Purge files for useless materials. <p><u>REPAIR RECORDS</u></p> <p>Includes records for repaired parking meters, property, vehicles, equipment, and other related items.</p> <ul style="list-style-type: none"> • File by year date. • Arrange by type of repair as needed. 	<p>3, 28, 49, 51, 54</p> <p>Other Unit(s)</p>	<p>Destroy after 1 year.</p>
636	<p><u>SPEEDOMETER EQUIPMENT RECORDS</u></p> <p>Includes speedometer-related records for motor vehicles.</p> <ul style="list-style-type: none"> • Case file A-Z by vehicle # and year date. • Purge files for useless materials. 	<p>30, 33, 37</p> <p>Other Unit(s)</p>	<p>Destroy 1 year after equipment disposition date.</p>
637	<p><u>STOLEN AMMUNITION RECORDS</u></p> <p>Includes records for confiscated, stolen, and recovered ammunitions stored in Police Property Room.</p> <ul style="list-style-type: none"> • File by year date. • Follow General Order (K.1) for unloading, packing, tagging, and identifying ammunitions. 	<p>41</p> <p>Other Unit(s)</p>	<p>Destroy 1 year after court disposition date.</p>
638	<p><u>STOLEN PROPERTY RECORDS</u></p>		

ITEM # (1)	TYPE OF RECORD (2)	UNIT # (3)	DISPOSITION (4)
	<p>Includes records for stolen/recovered property stored in Police Property Room.</p> <ul style="list-style-type: none"> • File by year date. • Follow General Order (K.1) for labeling, packing, and sealing property. 	<p>41 Other Unit(s)</p>	<p>Destroy 1 year after court disposition date.</p>
639	<p><u>TELETYPE RECORDS</u></p>		
	<p>Includes vehicle-related teletype records.</p> <ul style="list-style-type: none"> • File by year date. 	<p>54 Other Unit(s)</p>	<p>Unit 54: Destroy after 1 year. Other Units: Destroy after 60 days.</p>
640	<p><u>TRAFFIC EQUIPMENT RECORDS</u></p>		
	<p>Includes traffic enforcement/measurement equipment/devices maintenance and calibration records.</p> <ul style="list-style-type: none"> • Case file by equipment type and year date. • Purge file for useless materials. 	<p>27, 53 Other Unit(s)</p>	<p>Destroy 1 year after equipment destruction date.</p>
641	<p><u>UNIFORM RECORDS</u></p>		
	<p>Includes uniforms issued to police personnel.</p> <ul style="list-style-type: none"> • File A-Z by recipient and year date. 	<p>41 Other Unit(s)</p>	<p>Destroy 1 year after employee separation date.</p>
642	<p><u>VEHICLE DISPOSAL RECORDS</u></p>		
	<p>Includes CDS seized/forfeited motor vehicle disposal records.</p> <ul style="list-style-type: none"> • File by year date. 	<p>14, 41 Other Unit(s)</p>	<p>Destroy 1 year after court disposition date.</p>

ITEM # (1)	TYPE OF RECORD (2)	UNIT # (3)	DISPOSITION (4)
643	<ul style="list-style-type: none"> • See Md. Code, Article 27, Sec. 297(f) for vehicle disposal procedures. <p><u>VEHICLE DISPOSAL RECORDS</u></p> <p>Includes notifications, disposal applications, vehicle reports, certificates, MVA records, certified letters, and other related records for sold, auctioned, and scrapped abandoned motor vehicles.</p> <ul style="list-style-type: none"> • Case file A-Z by vehicle owner, CCN, and year date. 	46, 53 Other Unit(s)	Destroy 1 year after disposition date.
644	<p><u>VEHICLE INSPECTION RECORDS</u></p> <p>Includes inspection records for vehicle preventive maintenance operations.</p> <ul style="list-style-type: none"> • Keep in 3-ring binders by vehicle # and year date. • Purge files for useless materials. 	54 Other Unit(s)	Destroy 1 year after vehicle disposition date.
645	<p><u>VEHICLE MAINTENANCE RECORDS</u></p> <p>Includes vehicle repairs, registrations, and other vehicle-related records.</p> <ul style="list-style-type: none"> • Case file by vehicle # and year date. • Purge files for useless materials. • Secure files for unmarked vehicles. 	54 Other Unit(s)	Destroy 1 year after vehicle removed from service.
646	<p><u>VESSEL DISPOSAL RECORDS</u></p> <p>Includes confiscated/forfeited/seized vessels, boats, and other watercraft disposal records.</p>	27, 41	Destroy 1 year after vessel disposition date.

ITEM # (1)	TYPE OF RECORD (2)	UNIT # (3)	DISPOSITION (4)
647	<ul style="list-style-type: none"> • File by year date. • See Md. Code, Article 27, Sec. 297(f) for vessel disposal procedures. <p><u>WORK ORDERS</u></p> <p>Includes work orders for vehicle repairs.</p> <ul style="list-style-type: none"> • Attach/include to/in applicable vehicle repair file folders (645). 	<p>Other Unit(s)</p> <p>54</p> <p>Other Unit(s)</p>	<p>Destroy 1 year after vehicle removed from service.</p>
648	<p><u>OTHER PROPERTY RECORDS</u></p> <p>Includes other property-related records not listed in above file categories.</p>	<p>Applicable Unit(s)</p>	<p>Minimum retention 1 year.</p> <p>Maximum retention 3 years.</p>

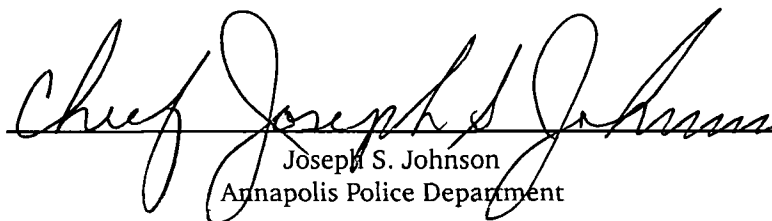
ANNAPOLIS POLICE DEPARTMENT

DEPARTMENTWIDE DIRECTIVE

RECORDS MANAGEMENT PROGRAM

"Records Creation, Maintenance, and Disposition"

1. Purpose of Directive: This directive establishes an agencywide records retention schedule for accreditation compliance:
 - CALEA Standard #82.1.2.
 - CALEA Standard #82.1.8.
2. Personnel concerned: All agency employees handling paperwork, and computer records.
3. Distribution: Agency employees engaged in records management operations.


Joseph S. Johnson
Annapolis Police Department

FOREWORD

A sound records/information management system is recognized by business executives for efficient agency operations.

The Commission on Accreditation for Law Enforcement Agencies requires the establishment of records management programs.

The handbook is designed to give police personnel:

- Uniform filing practices.
- Paperwork reduction procedures.
- Computer file purges.

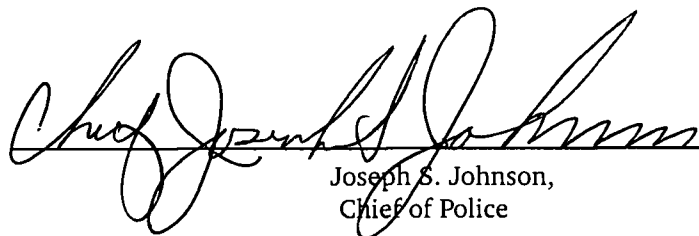
This custom-made Records Management Program will:

- Save premium office/storage space.
- Improve filing operations.
- Reduce filing equipment expenditures.
- Comply with legal retention mandates.

The handbook is divided into seven parts for easy reference:

- Subject Index
- Introduction
- Records Retention Schedules (Parts 3, 4, 5, 6)
- Exhibits/Forms

Used frequently for reference, the handbook will help you perform your records management responsibility more efficiently.



Joseph S. Johnson,
Chief of Police

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The SUBJECT INDEX is designed to help filing, and operating personnel engaged in records management operations.

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PART 2. INTRODUCTION

201. BENEFITS

The Department wide records management program offers the following benefits:

- Compliance with law enforcement accreditation standards.
- Uniform filing practices.
- Office space/storage savings.
- Records protection from accidental disposals.
- Paperwork reduction procedures.
- Filing equipment cost savings.
- Records protection through micrographics.
- Personnel training/instruction.
- Generic record series/categories.
- Computer file purges.

202. POLICIES

- Records created/received by the agency are the property of the City Government.
- Employees are encouraged to make suggestions for operational improvements.
- Directives should not be intermingled with administrative correspondence.
- Directives manuals should be kept updated and accessible.
- File plans should be updated as needed.

203. RESPONSIBILITIES

The Police Records Section Manager is responsible for the Annapolis Police Department Records Management Program:

- Inventory, appraise, and analyze agency-wide records.
- Develop and implement records retention schedules.
- Negotiate records disposition with city and state agencies.
- Update the Records Management Handbook.
- Serve as liaison with city, county, state, and federal agencies.
- Certify records disposals.

204. DEFINITIONS

- **Archival Records.** Permanent records appraised for preservation and permanent retention in local or state archives.
- **Case File(s).** A file contains all papers relating to a specific subject, person, place, location, event, agency, etc., from start to close.
- **Cutoff.** A designated time beyond which material is not added to a file folder. New folders are created for future use.

204. DEFINITIONS (Continued)

- **Datanomics.** Machine readable records in erasable media and other devices in applied office automation technology.
- **Directives.** Instruction prescribing policies, authorities, responsibilities, delegations, standards etc., issued in the form of manuals, memoranda, orders, procedures, bulletins, guides, notices, rules, regulations, and other formalized statements.
- **Disposable Records.** Records of temporary value subject to destruction by a Records Retention Schedule.
- **Records.** Includes materials created or received by a city agency in connection with public transactions, and in the form of correspondence, magnetic tapes, papers, books, photographs, maps, drawings, charts, printouts, microforms, films, sound recordings, disks, fingerprints, videographs, computer graphs, or other documentary materials.
- **Records Management.** The control of recorded information/records from creation, maintenance, disposition, to preservation, state or federal archives.
- **Records Retention Schedule.** An official timetable that identifies the length of time a record must be kept before final disposition.
- **Record Series.** A group of related records usually used/filed as a unit for reference or disposition purposes.
- **Retention Period(s).** The length of time records are kept before destroyed by a predetermined plan. The retention period may be expressed in days, months, years, or destroy when superseded, etc.

205. UNIT NAMES

	<u>Code</u>
Accreditation Unit	1
Administrative Service Division	2
Armory Unit	3
ASET Unit	4
Auxiliary Police Unit	5
Block Watch Unit	6
Chaplain Unit	7
Chief's Office	8
Communications Section	9
COPS	10
Forensic Services Unit	12
Crime Solvers Unit	13
Criminal Investigations Section	14
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CSO Unit	16
DARE Unit	17
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FTO Unit	21
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206. ACRONYMS

A-Z	Alphabetically
AB	Alcoholic Beverages
AHB	Administrative Hearing Board
ASET	Annapolis Special Emergency Team
BIS	Business Information System
CALEA	Commission on Accreditation for Law Enforcement Agencies
CCN	Complaint Control Number
CDS	Controlled Dangerous Substance
CFR	Code of Federal Regulations
CHRI	Criminal History Record Information
CIS	Criminal Investigations Section
CJP	Courts and Judicial Proceedings
CNT	Crisis Negotiation Team
COMAR	Code of Maryland Regulations
COPS	Community Oriented Police Squad
CSO	Community Service Officer
CJA	Criminal Justice Agency
DARE	Drug Abuse Resistance Education
DOB	Date of Birth
DWI	Driving While Intoxicated
F	Felony (crime cases)
FBI	Federal Bureau of Investigation
FTO	Field Training Officer
GO	General Order
HG	(Maryland Code) Health - General
LEA	Law Enforcement Agency
LEOBR	Law Enforcement Officers' Bill of Rights
M	Misdemeanor (crime cases)
MILES	Maryland Interagency Law Enforcement System
MOSH	Maryland Occupational Safety and Health
MPCTC	Maryland Police and Correctional Training Commissions
MSDS	Material Safety Data Sheet(s)
MSP	Maryland State Police
MVA	Motor Vehicle Administration
NCIC	National Crime Information Center

206. ACRONYMS (Continued)

NLETS	National Law Enforcement Telecommunications System
OBM	Office of Budget Management
OSHA	Occupational Safety and Health Administration
PC	Personal Computer
PIO	Public Information Office
SG	State Government
SOP	Standard Operating Procedures
TSU	Traffic Safety Unit
UCR	Uniform Crime Reporting

207. REFERENCES

Local, state, and federal governments, laws, regulations, and CALEA standards applicable to records management operations:

Abandoned Vehicle Records

- Maryland Vehicle Law, Sections 25-201-25-210

Adult Civil Records

- Maryland Code, Article 27, Sections 400-403

Alcoholic Beverages License Records

- Charter and Code of the City of Annapolis, Section 7.12.120

Alcoholic Beverages Records

- Maryland Code, Article 2B

Animal Bite Records

- Maryland Code, Section 18-316(d), and 18-320(a)

Archival Records

- Maryland State Archives COMAR 14.18.02

207. REFERENCES (Continued)

Background Investigation Records

- Maryland Code, Article 27, Section 727 ff
- CALLA #32.2.3
- Maryland Code, Article 41, Section 4-201(d)(2), and 201(h)
- MPTC COMAR 12.04.01

Breathalyzer Records

- Maryland Vehicle Law, Sections 16-205.1-16-205.2

Carnival/Amusement Inspection Records

- Charter and Code of the City of Annapolis, Section 7.16.120

Controlled Dangerous Substances Disposal Records

- Maryland Code, Article 27, Section 292(d)(3)

Civil Litigation Records

- Maryland Code, CJP, Sections 5-101 and 5-404(a)

Confiscated Carnival/Amusement Device Records

- Charter and Code of the City of Annapolis, Section 7.16.110

Criminal Citation Records

- Maryland Code, Article 27, Section 594B-1
- Maryland District Court Rule 710(b)

Closed Felony Records

- Greco v. State (1986)
- Maryland Code, Article 27, Section 645A(e)

Closed Misdemeanor Records

- Greco v. State (1986)
- Maryland Code, Article 27, Section 5-106

207. REFERENCES (Continued)

Criminal Investigation Records

- Maryland Rules 4-331(a), 4-344(a), 4-401, and 4-345(b)
- Maryland Code, SG, Part III, Section 10-618(f)
- Greco v. State (1986)

Criminal Dissemination Records

- 28 CFR20.21(e)
- Maryland Code, Article 27, Section 748(6)
- Maryland CJIS COMAR 12.08.10.k

Civil Litigation Records

- Maryland Code, CJP, Section 5-101

Criminal Records

- 28 CFR Part 20
- Maryland Code, Article 27, Sections 742-755
- Maryland CJIS COMAR 12.15.01
- USDOJ/FBI Directive (March 5, 1973)
- USDOJ/FBI Directive (February 9, 1973)

Crossing Guard Records

- Charter and Code of the City of Annapolis, Sections 12.12.010-12.12.050

Currency Disposal Records

- Maryland Code, Article 27, Section 297(f)

Disciplinary Records

- Charter and Code of the City of Annapolis, Section 3.16.120
- Maryland Code, Article 27, Section 728(b)

Employment Investigation Records

- CALEA Standard #32.2.3
- Maryland Code, Article 27, Section 727(ff)

207. REFERENCES (Continued)

Expungement Records

- Maryland Code, Article 27, Sections 735-741

Federal Grant Records

- OBM Circular A-102

Federal Tort Claim Records

- 488 U.S.235 (1988)
- Owin v. Okure

Film Records

- Maryland Code, Article 27, Section 645A(e)
- Greco v. State (1986)

Fingerprint Records

- USDOJ/FBI Directive (March 5, 1973)
- USDOJ/FBI Directive (February 9, 1973)

Handgun Disposal Records

- Maryland Code, Article 27, Section 36D(c)

Hazardous Substances Records

- Maryland Code, LE, Section 5-405(e)
- OSHA/MOSH 29 CFR 1910.1200
- COMAR 09.12.33

Health/Safety Records

- Americans With Disabilities Act 42 U.S.C. Section 12101(ff)

Inspection Records

- CALEA Standard ¶53.2.1

207. REFERENCES (Continued)

Intelligence Records

- 28 CFR 23.20
- CALEA ¶51.1.1

Internal Investigation Records

- Maryland Code, Article 27, Section 728(b)

Juvenile Records

- Maryland Code, CJP, Section 3-828(a)

Juvenile Civil Records

- Maryland Code, Article 27, Sections 400, 403, and 403A

License Records

- Annapolis City Code, Sections 7.16.030, 7.16.060, and 7.12.150

Limitation Statutes/Felonies

- Greco v. State (1986)
- Maryland Code, Article 27, Section 5-106

Limitation Statutes/Misdemeanors

- Greco v. State (1986)
- Maryland Code, Article 27, Section 5-106

Massage Records

- Charter and Code of the City of Annapolis, Section 7.32.080

Medical Records

- U.S. OSHA 29 CFR Parts 1910.30, and 1910.20
- Maryland Code, HG, Sections 4-403 and 18-213
- Maryland Code, SG, Section 617(b)

207. REFERENCES (Continued)

Micrographic Records

- Maryland Rules, Rule 2-424
- Maryland Code, CJP, Section 102
- Maryland Code, HG, Section 15-127

Missing Person Records

- Maryland Code, Family Law, Section 9-401-403
- National Child Search Assistance Act (1990)

Motor Vehicle Accident Records

- Maryland Code, Article 88B, Section 8
- COMAR (12.06.02)
- Maryland Vehicle Law, Sections 12-111, 20-107-109 and 20-113
- Maryland Code (State Government), Section 10-616(h)
- Pressman vs Elgin (1947)

Narcotics Disposal Records

- Maryland Code, Article 27, Section 297(f)

Open Felony Records

- Greco v. State, (1986)

Optical Imaging Records

- Maryland Code, CJP Section 10-102

Personal Records

- Maryland Code, SG Part III, Section 10-624

Personnel Records

- OSHA/MOSH Regulations (Part 1910)
- Maryland Code, SG Part III, Section 10-616(b)
- Maryland Code, Article 76A, Section 3(c)

207. REFERENCES (Continued)

Photographic Records

- USDOJ/FBI Directive (March 5, 1973)

Police Disciplinary Records

- Maryland Code, Article 27, Section 727(ff)

Police Firing Range Records

- Charter and Code of the City of Annapolis, Section 2.36.050

Police Training Records

- Maryland Code, Article 41, Section 4-201

Polygraph Records

- Maryland Code, Article 27, Section 727(ff)

Precious Metals Records

- Maryland Code, Article 56, Section 422(e)
- Licensing/Regulation Department COMAR 09.01.02

Property/Contraband Disposal Records

- Charter and Code of the City of Annapolis, Section 2.36.060

Property Disposal Sales Records

- Charter and Code of the City of Annapolis, Section 2.36.070

Psychological Records

- Maryland Code, SG Part III, Section 10-617

Public Peace/Order Records

- Charter and Code of the City of Annapolis, Section 11.12.010-11.12.100

207. REFERENCES (Continued)

Public Records

- Maryland Code, Family Law, Sections 9-401-403
- Maryland Code, SG Part III, Section 10-611(ff)
- Maryland Code, Article 43, Sections 615-616 A
- Maryland Code, Article 27, Section 45 A (e)
- Maryland Code, Article 27, Section 5-106
- Greco v. State (1986)
- Maryland Code, Article 88B, Section 9-10

Rape/Sexual Offense Records

- Maryland Health Department, COMAR 10.12.02
- Maryland Code, HG, Section 15-127

Records Destruction Certificates

- Maryland State Archives COMAR 14.18.02.04

Records Disposition Records

- Maryland Rules, Rule 1299

Records Retention Schedules

- Maryland Code, SG, Part IV, Sections 10-633, and 10-639
- Maryland State Archives COMAR 14.18.02
- CALEA ¶82.1.1.2

Rotation List Records

- Charter and Code of the City of Annapolis, Section 7.52.080

Safety Equipment Orders/Warnings

- Maryland Vehicle Law, Section 23-105

Taxi Accident Records

- Charter and Code of the City of Annapolis, Section 7.48.180-180

207. REFERENCES (Continued)

Taxi Inspection Records

- Charter and Code of the City of Annapolis, Section 7.48.170

Traffic Citation Records

- Maryland Vehicle Law, Section 26-407
- District Court Schedule ¶989 (1984)
- Motor Vehicle Administration Schedule ¶1150A (1987)
- Maryland Code, SG, Part III, Section 10-611(ff)

Vehicle Abandoned Records

- Charter and Code of the City of Annapolis, Sections 12.44.010-12.44.040

Vehicle Disposal Records

- Maryland Code, Article 27, Section 297(f)
- Maryland Vehicle Law, Sections 25-207-25-209

Vessel Disposal Records

- Maryland Code, Article 27, Section 297(f)

Warrant Records

- Maryland Code, CJP, Section 1-605
- Maryland District Rule 1299d4(iii)

Water Structures Violation Records

- Charter and Code of the City of Annapolis, Section 15.40.070

Water Warning Records

- Charter and Code of the City of Annapolis, Section 16.12.060

208. SUBJECT FILING PRINCIPLES

Subject filing is a commonly used indexing system. The subject heading is not already determined by the writer or recipient of correspondence. Subject filing requires experienced office workers for correct heading. When the proper heading is selected, the subject file is easy to maintain.

209. CORRESPONDENCE CONTENTS

In subject filing, follow the classification process. Arrange paperwork according to what it's about, not who wrote it, or to whom it's addressed. Start with primary subject headings. As the records grow in volume, break down the major headings into small division(s) and subdivision(s) as needed.

210. GENERAL CLASSIFICATIONS

With the generic records categories listed in this handbook, the author/writer of correspondence can find the proper file subject. If more than one subject is discussed equally, the material may be assigned two subject captions, or photocopied for cross reference purposes.

211. DETAILED CLASSIFICATIONS

The detailed classification process requires content analysis for specific subject filing. The ability to locate filed material depends upon the care used in this classification process.

212. FILING SYSTEMS

Files are kept in file folders alphabetically, numerically, chronologically, or alphanumeric combination(s). The filing arrangement depends on the type of material filed, and the way that material will be retrieved. For example, files are arranged alphabetically by subject, name, organization, location, activity, event, etc.; numerically by consecutive Arabic numbers, coded with symbols, abbreviations, or other acronyms coined by users; and chronologically by day, week, month, year, or other chronological combination(s).

213. FILE CUTOFFS

Files are cutoff or broken periodically in order to speed filing, retrieval, and destruction of inactive records. To cutoff files, a file series is terminated arbitrarily on a given date or after a specified event or action. A new file series is then established. The inactive files may be transferred to less convenient space.

214. INACTIVE RECORDS STORAGE

Inactive records have low reference activity, usually less than one search per file drawer per month. Store inactive files in the lower drawers of the file cabinets.

215. FILE PLANS

The file station, work station, or operating unit must prepare a files maintenance plan. This plan shows what file the unit creates, maintains, and accumulates. The plan provides an index to all the files of the file station. The file plan must be written clearly, and in enough detail to enable office staff to find files when the files worker is absent.

216. RETENTION SCHEDULE REVISIONS

The Records Retention Schedule should be revised periodically to meet the changing needs of the Department, and changes in subject matter. Revisions should be submitted to the Police Records Section for State Archivist approval.

217. DISPOSAL AUTHORITIES

Local/state government records must be scheduled for ultimate disposition. The Maryland State Archives must approve the agency proposed retention periods before the Retention Schedule becomes operative. The source agency must apply the Schedule for efficient records management operations.

218. RETENTION SCHEDULES

The retention of obsolete/needless material is costly. Scheduled records should be destroyed or transferred according to records disposal instructions. If there is a definite need, records can be retained longer. The user must justify, in writing (Continued) retention through regular channels.

219. NEW RECORDS

Occasionally, new records are created/received by the Department, which do not fit under the present records disposition schedule(s). Submit new record series to the Police Records Section for approval by records management agencies.

220. RECORDS DISPOSALS

Apply the Records Retention Schedule contained in the handbook for savings in space, equipment, and for accreditation compliance. Records eligible for disposal can be destroyed on an annual or fiscal basis. A 3-YEAR RETENTION CYCLE EXAMPLE: CURRENT YEAR RECORDS CREATED/RECEIVED PLUS 3 YEARS.

221. DISPOSAL CERTIFICATES

Records authorized for destruction should be destroyed as they become eligible. Prepare disposal certificates for State compliance requirements. Consult the Police Records Section for records management-related operations. See Exhibit #1.

222. RECORDS TRANSFERS

Record series eligible for destruction should be transferred to the Police Records Section for bonded and certified destruction. Coordinate with the Police Records Section for records transfers.

223. RECORDS CENTER SERVICES

Commercial records storage companies offer low cost storage for inactive records. Follow these records transfer guidelines:

- Pack records in Records Center cartons.
- Keep records in the same order as they are maintained in the office files/drawers.
- Attach label to carton for future reference. Fill in all spaces in printed labels. See Exhibit #2.
- Number cartons in consecutive order.
- Use the Records Transmittal/Receipt Form. Use this form for transferring records to Police Records Section for bonded destruction. See Exhibit #3.
- Do not pack records with two different retention periods in the same carton.
- Do not pack two different records series in the same carton.

224. ARCHIVAL RECORDS

The Maryland State Archives is the official repository for permanent records. Archival records are collected from local agencies for the benefit of scholars and posterity. See records with PERMANENT retentions.

225. MICROGRAPHIC SERVICES

Microfilm services are available from County and private vendors. Operating unit(s) should coordinate microfilm project(s) with the Police Records Section. Microfilming is not a "cure-all" for police records manpower/storage problems. Store "inactive" records in off-site storage areas. See Records Retention Schedules for authorized microfilm records.

226. RECORDS MEASUREMENT GUIDES

Records volume is measured in cubic feet. See Exhibit #4 for converting records holdings to cubic feet. Use this guide for inventorying and destroying records contained in the Records Management Handbook. See Exhibit #3.

227. DESTRUCTION METHODS

Records eligible for destruction can be destroyed by burning, shredding, pulping, or recycling methods.

Records destruction should be supervised/certified by agency records supervisory personnel. Police records are protected by local, state, and federal laws and regulations. RECORDS SHALL NOT BE LEFT UNATTENDED OR UNPROTECTED WHILE AWAITING DESTRUCTION.

For machine readable records, use MAGNETIC ERASER for destruction.

For digitized/computerized records, use DELETE function for destruction.

See Paragraph 222 for bonded destruction.

228. COMPUTER IMAGING SYSTEMS

Police records (hard copy/film formats) can be stored/retrieved in/by stand-alone/network retrieved computer imaging systems. Generic imaging systems are marketed for law enforcement applications.

229. PUBLIC RECORDS PENALTIES

Unless public/police records destruction is authorized by a Records Retention Schedule, the agency or person is subject to:

- \$1,000 fine
- 3 years prison

See Md. Code, Article 27, Section 45A, SG, Section 10-639.

RECORDS INVENTORY FORM

EXHIBIT #1

DEPARTMENT/AGENCY _____ _____	BUREAU/DIVISION/SECTION/UNIT _____ _____	
RECORD TITLE _____	EARLIEST YEAR/LATEST YEAR _____	
DESCRIPTION: (Briefly describe the types of information/documents/forms found in record series.) _____ _____ _____ _____ _____ _____ _____ _____ _____ _____	VOLUME (count number of file drawers)	
	FILING METHOD ____ Alphabetical ____ Numerical ____ Chronological ____ Geographical ____ Other (specify) _____	
	AUDIT REQUIREMENTS ____ None ____ County ____ State ____ Federal ____ Independent ____ Other	
	RETENTION RECOMMENDATION (day/month/year)	
	FILES CHANGES ____ New File ____ File Deletion ____ File Update ____ Other (specify) _____	REMARKS _____ _____ _____ _____

Prepared By _____ Phone # _____ Date _____

EXHIBIT #2

ANNAPOLIS POLICE DEPARTMENT RECORDS SECTION

AGENCY: _____

DIVISION: _____

INCLUSIVE DATES: _____

RECORD TITLE: _____

SCHEDULE #: _____ **DISPOSAL DATE:** _____

BOX _____ **OF** _____ **BOXES**

EXHIBIT #3

RECORDS TRANSMITTAL AND RECEIPT

Name and Division of transferring agency, address	TO: Annapolis Police Department, Records 199 Taylor Avenue Annapolis Maryland, 21401
Agency Official (signature & title)	Telephone No.

Box Numbers	Description of Records with Inclusive Dates	Disposal Authority (Schedule and Item No.)	Records Center Location

Receipt of the above listed records is acknowledged:

Name: _____

Title: _____ **Date:** _____

EXHIBIT #4

RECORDS MEASUREMENT GUIDES

ITEM	CU. FT.	ITEM	CU. FT.
EQUIPMENT/CONTAINERS		DOCKET BOOKS	
Letter Size Drawer	1.5	1 30" x 24" x 6"	2.0
Legal Size Drawer	2.0	1 15" x 12" x 6"	1.0
Lateral 36" Width Drawer	2.0	1 8" x 12" x 6"	0.5
	2.5		
Lateral Size 42" Open Shelf	1.0	CARDS	
Letter Size 12" Open Shelf	1.0	5 14" Rows (Tab)	1.0
Letter Size 15" Open Shelf	1.0	3 24" Rows (Tab)	1.0
Box (15 x 12 x 10)	1.0	10 12" Rows (3 x 5)	1.0
		4 12" Rows (5 x 8)	1.0
Box (15 x 12 x 12)			
MAGNETIC TAPES (Reels)		PRINTOUTS	
10 (3/4 width x 2400')	1.0	8½" x 11" (18" thick)	1.0
12 (3/4 width x 1200')	1.0	14½" x 11" (10" thick)	1.0
30 (3/4 width x 600')	1.0		
MICROFILM/FILM (Reels)		DISK PACKS	
50 (35mm 100')	1.0	2 Three Tier	1.0
90 (16mm 100')	1.0	1 Five Tier	1.0
		1 Seven Tier	1.0
FLOPPY DISKS (WP)			
600 2"	1.0	MICROFICHES	
300 5"	1.0	4 12" Rows (4" x 8")	1.0
150 8"	1.0		