

DEPARTMENT OF GENERAL SERVICES  
Records Management Division

SCHEDULE  
NO. M-128

PAGE  
NO. 1 of 6

RECORDS RETENTION AND DISPOSAL SCHEDULE

CITY OF ROCKVILLE

POLICE DEPARTMENT

AGENCY

DIVISION

Item  
No.

Description

Retention

Supersedes Schedule M-54 dated 4/26/1996

STATE OF MARYLAND UNIFORM COMPLAINT AND  
CITATION BOOK DR-49

Size: 5" X 9"

File Arrangement: Sequentially by State assigned number

- Distribution: #1 Court Copy  
#2 Law Enforcement Copy  
#3 Officer's Copy  
#4 Defendant's Copy

Description: Self-Explanatory - Issued by State of Maryland

Comment: TR 26-407, Pg. 391 empowers MVA to  
adopt regulation regarding disposition of traffic citations.  
No rules or regulations could be found in the Maryland M/V  
law. Recommendation based on prior experience.

STATE OF MARYLAND UNIFORM CRIMINAL/CIVIL  
CITATION DC-16

Size: 5" X 10"

File Arrangement: Alphabetically

- Distribution: Noted on cover of each book -  
Original to Court - Pink copy for Agency - Goldenrod for  
Officer

Description: Self-Explanatory - Issued by State

Copy #2 retained for 3 years or  
until audited by State,  
whichever is later. Copy #3  
disposed of by Officer  
subsequent to final disposition.

Pink copy retained on file for 3  
years from date of offense then  
destroyed. Goldenrod retained  
by Officer until final  
disposition then may be  
disposed of.

Schedule Approved by Department,  
Agency, or Division Representative

Schedule Authorized by  
Hall of Records Commission

11-01-00

Date

*N. Lee PRA*  
Signature

SUPPORT  
SERVICES  
COMMANDER  
Title

NOV 30 2000

Date

*Edward C. Saperstein*  
State Archivist

State Archivist

**RECORDS RETENTION AND DISPOSAL SCHEDULE**  
(CONTINUATION SHEET)

SCHEDULE  
NO. M-128

PAGE  
NO. 2 OF 6

Item No.	Description	Retention
	<p><u>MARYLAND SAFETY EQUIPMENT &amp; REPAIR ORDER/WARNING MSP157</u></p> <p>Size: 5" X 9"</p> <p>File Arrangement: Alphabetically by year of issue</p> <p>Distribution: MSP gets a copy only</p> <p>Description: Document provides 3 options for local law enforcement agency use</p> <ul style="list-style-type: none"> <li>(a) SERO - copy sent to MSP</li> <li>(b) Warning - maintained by local agency</li> <li>(c) Field Interrogation - maintained by local agency</li> </ul> <p><u>CITY OF ROCKVILLE PARKING VIOLATION FORM</u></p> <p>Size: 4 1/2" X 9 1/2"</p> <p>File Arrangement: Court Copy - Active file by Tag #; File Copy - Sequentially by number and calendar year; Violator Copy - To vehicle in violation</p> <p>Description: Court Copy is maintained until either paid or violator requests trial date. If paid, Court Copy with paid receipt is filed by tag number within calendar year. If trial date is requested Court Copy is forwarded to Court. The Court subsequently returns copy with disposition.</p>	<p>Local filed copies kept for 3 years regardless of how document is used; then destroyed.</p> <p>File Copy - maintain for 3 years, then destroy, Court Copy - destroy copies with a receipt attached 3 years from date of receipt. Destroy Court Copy with final disposition 3 years from date of disposition.</p>





**RECORDS RETENTION AND DISPOSAL SCHEDULE**  
(CONTINUATION SHEET)

SCHEDULE  
NO. M-128

PAGE  
NO. 5 of 6

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

Fig. 6A

**RECORDS RETENTION AND DISPOSAL SCHEDULE**  
(CONTINUATION SHEET)

SCHEDULE  
NO. M-128

PAGE  
NO. 6 of 6

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