

DEPARTMENT OF GENERAL SERVICES
 RECORDS MANAGEMENT DIVISION
RECORDS RETENTION AND DISPOSAL SCHEDULE

Schedule No. *M164*

Page 1 of 3

Agency
 City of Frederick

Division/Unit
 Police Department/Criminal
 Investigation Division

Item No	Description	Retention
	Budget retention through Time Sheets/Leave records are Police Department standard retention.	
1	Budgets Daily bulletin	Retain 3 years, then destroy Retain master in Records for 1 year, then destroy; retain computerized version until updated or superseded, then destroy
2	General orders – field, administrative and standard operating procedures	Retain by originating authority for 3 years after superseded, rescinded or cancelled, then destroy; retain copies until updated or superseded, then destroy
3	Manuals/references – general	Retain until updated or superseded, then destroy
4	Personnel files	Send originals to the Police Human Resources dept. as created; retain copies until employee terminates, then send file immediately to Police HR dept.; HR to retain for 3 years after termination, then destroy
5	Time sheets/leave records	Retain for 3 years, then destroy

Approved by Department, Agency or Division Representative

Date March 18, 2002

Signature *Harold L. Domer, Jr.*

Type Name Harold L. Domer, Jr. = Captain

Title Acting Chief of Police

Schedule Authorized by State Archivist

Date MAR 25 2002
 Signature *Edward C. [unclear]*

DEPARTMENT OF GENERAL SERVICES
 RECORDS MANAGEMENT DIVISION
RECORDS RETENTION AND DISPOSAL SCHEDULE
 (CONTINUATION SHEET)

Schedule No. *M/64*

Page 2 of 3

Item No	Description	Retention
	<u>CID starts here:</u>	
6	Incident reports – copies – copies of investigation reports – part 1 offenses, part 2 offenses	Retain in CID until investigation is complete. If solved, add to Criminal files in Records Department. If unsolved, add to Unsolved Major Cases files in Records Department
7	Polygraph reports	Transfer to Criminal File after investigation has been completed
8	Background investigations	After completed, send to police Human Resources
9	Taxi cab file – application, permit, investigation	Retain for 2 years after expired, then transfer to record criminal file
10	MILES – inquiry logs – logs to track users of MILES system – doing III criminal records check	Retain 3 years, then destroy
11	Test results – fingerprints, rape tests, gun information	Transfer to Criminal File after investigation has been completed
12	Request for services – film/pictures and tests	Retain for 2 years, then destroy
13	MD State Police lab sheet – drugs only	Transfer to Criminal File after investigation has been completed
14	Supplements – crime scene/evidence reports	Transfer to Criminal File after investigation has been completed
15	Purchase orders	Retain for 2 years, then destroy
16	Training	Retain until updated or superseded, then destroy

DEPARTMENT OF GENERAL SERVICES
RECORDS MANAGEMENT DIVISION
RECORDS RETENTION AND DISPOSAL SCHEDULE
(CONTINUATION SHEET)

Schedule No. *M164*

Page 3 of 3

Item No	Description	Retention
17	Film negatives – crime scene mug shots/cases	Transfer to Criminal File after investigation has been completed
18	Mug shot book	Retain until updated or superseded, then destroy
19	Equipment purchase/maintenance – purchase orders, agreements – copies	Retain for life of equipment, plus 1 year then destroy
20	Correspondence files and log	Screen annually. Destroy material having no further fiscal, legal or operational value. Retain permanently any material that serves to document the origin, development and accomplishments of the department. Transfer periodically to the Maryland State Archives.