

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

Schedule No. *M165*

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**Agency**  
 City of Frederick

**Division/Unit**  
 Police Department/Special Operations,  
 Patrol, Chief

Item No	Description	Retention
	<b>Budget retention through Time sheets/Leave records are Police Department standard retentions</b>	
1	Budgets	Retain 3 years, then destroy
2	Daily bulletin	Retain master in Records for 1 year, then destroy; retain computerized version until updated or superseded, then destroy
3	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orders –field, administrative and standard operating procedures	Retain by originating authority for 3 years after superseded, rescinded or cancelled, then destroy; retain copies until updated or superseded, then destroy
4	Manuals/references – general	Retain until updated or superseded, then destroy
5	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
6	Time sheets/leave records	Retain for 2 years, then destroy
7	MD Alcohol testing program log	Retain for 5 years and until all audit requirements have been met, then destroy

**Approved by Department, Agency or Division Representative**

Date March 18, 2002

Signature *[Handwritten Signature]*

Type Name Harold L. Domer, Jr. - Captain

Title Acting Chief of Police

Schedule Authorized by State Archivist

Date MAR 25 2002

Signature *[Handwritten Signature]*

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Item No	Description	Retention
8	Statistics – monthly reports – corrections, projects – community service, DPU (crime statistics)	Retain for 10 years, then destroy
9	Drug enforcement – Case files	Retain for 15 years, then destroy.
10	Drug enforcement – Consensual monitoring files	Retain 5 years past last monitoring then destroy.
11	Drug enforcement – Confidential informant files	Retain 5 years past last documented contact then destroy.
12	Drug enforcement – shift files, training, search warrant (copies), equipment files – registered with MS Police, mug shorts photo books	Screen annually. Destroy material having no further fiscal, legal or operational value.
13	Blood test results – copies	Retain for 5 years, then destroy
14	Special orders – sending officers to training or special events	Retain for 1 year after event, then destroy
15	Operational orders	Permanent. Transfer files periodically to the Maryland State Archives
16	Workload analysis – procedure to determine workload of each shift	Retain until updated or superseded, then destroy
17	Phone bills – courts – monthly phone bills for police dept	Retain for 1 year, then destroy
18	Inventory book – inventory on radios, computers, police cars, pagers	Retain until updated or superseded, then destroy
19	Pagers – pager bills, repair paperwork	Retain for 1 year, then destroy

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20	Alphabetical files	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.
21	Monthly vehicle stop files – vehicle stop logs – logs individual traffic stops; 400 sheets of paper a month	Retain for 1 year, then destroy
22	Maps – 6 monthly crime maps	Retain for 1 year, then destroy
23	Annual report – publication for government and public describing dept activities	Permanent. Transfer files periodically to the Maryland State Archives
24	Media log – when officers address public group	Retain for 1 year, then destroy
25	Correspondence, memos	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.
26	Applications	Retain until academy classes begin, then forward to Police Human Resources
27	Court notices, copy	Retain for 3 months after court date, then destroy
28	Subpoena sign-off sheet	Retain 3 months, then destroy

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Item No	Description	Retention
29	Un-summon notices – tracks notification to offer	Retain 3 months, then destroy
30	Individual officer's log – log of each summon or un-summon for officers/members	Retain for 1 year, then destroy
31	Rosters	Retain for 5 years, then destroy
32	Alphabetical files – 250 <sup>th</sup> anniversary, bicycle patrol, curfew, graduations, mayor memos, phone system, scheduling, towing, white house correspondence	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.
33	Phone message pads	Retain for 2 years, then destroy
34	Expired law library permission	Retain for 2 years after expired, then destroy
35	Municipal infractions – pursuit for payment	Retain until processed, then forward to Police records department. Retain for 3 years, then destroy.
36	Secondary employment applications	Retain until updated or superseded, then destroy
37	Administrative orders	Retain until updated or superseded, then destroy
38	Canine use report – original to records	Retain 3 years, then destroy
39	Patrol memos – task directives	Retain for 5 years, then destroy

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40	Alphabetical files – issues, shift files, statistics, work load analysis, training, awards, ride-alongs	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.
41	MD State Police chemical test for alcohol unit field maintenance inspection report	Retain for life of equipment plus 1 year, then destroy
42	Equipment – Intoximeter – certification – 1991 equipment and 1990 solution	Retain for life of equipment plus 1 year, then destroy
43	Breath test operation log	Retain for length of operator's certification, plus 2 years, then destroy
44	DWI arrest data information	Retain until state report is submitted, then destroy
45	Correspondence	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.
46	Monthly DWI statistics	Retain for 4 years, then destroy
47	State of MD preliminary breath test log	Retain 3 years, then destroy

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Item No	Description	Retention
48	Training letters	Retain for 3 years after training or 3 years after court adjudication if applicable then destroy
49	Special response team – training certificate	Retain until updated or superseded then destroy
50	Special response team – special weapons – registration and certification	Retain until updated or superseded then destroy
51	Special response team – missions and use of force	Retain for 5 years then destroy
52	Special response team – ATF files – noise flash diversionary devise reports	Retain for 5 years then destroy