

DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION RECORDS RETENTION AND DISPOSAL SCHEDULE		Schedule No. M-169
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	CITY OF TAKOMA PARK, MARYLAND	POLICE DEPARTMENT
Item No.	Description	Retention
1.	General Correspondence Original incoming letters, copies of outgoing letters, memoranda, studies, reports, directives, policies, e-mail and other materials related to the administration of the agency.	Retain permanently any material that serves to document the origin, development, functions and accomplishments of the agency. Transfer periodically to the Maryland State Archives. Other material that is no longer needed for current business, may be destroyed after three years.

Approved by Department, Agency, or Division Representative. Date <u>12-12-03</u> Signature <u>CA Creamer</u> Type Name <u>CYNTHIA A. CREAMER</u> Title <u>CHIEF OF POLICE</u>	Schedule Authorized by State Archivist. Date <u>JAN 21 2004</u> Signature <u>Edward C. [Signature]</u>
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**Item
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Description

Retention

2.

Minutes of Meetings and Committees

These files contain the original hard copy of Minutes of the meetings and/or recorded proceedings of the various Committees.

Retain official copies (Usually hard copy, but may be tape, video, digital, or other electronic medium) permanently. Transfer periodically to the Maryland State Archives. Retain other copies for three years and then they may be destroyed or deleted.

3.

Contracts / Agreements

These files contain Contracts and Agreements between the City of Takoma Park and various individuals/entities.

Originals maintained by City of Takoma Park Clerks Office, Retain permanently. Transfer periodically to the Maryland State Archives. Destroy copy that is no longer needed for current business after three years.

4.

Worker's Compensation Files

Copies of records maintained by the insurance carrier as working files with in the department . TPPD Form #400-26 worker's compensation checklist, 400-27 physicians treatment form. (Original claims held by insurance company)

Retain active cases & 3 years then they may be destroyed

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5.	<p>Payroll</p> <p>Copies of time sheets, leave and overtime requests</p>	<p>Retain current year & 1 year then they may be destroyed</p>
6.	<p>Budget Files</p> <p>Copies of Budgetary Files and documents. Final copies maintained by the City of Takoma Park Clerk's Office</p>	<p>Retain current fiscal year & 2 years, then they may be destroyed</p>
7.	<p>General Orders</p> <p>Rules, regulations, guidelines and directives</p>	<p>Retain until rescinded & 5 years, then may be destroyed</p>
8.	<p>Incident Reports</p> <p>Includes Crime reports TPPD Form #600-10 Crime report, 10a domestic violence report, 10 b domestic violence report pg 2 ,10 c supplemental page, 11 supplemental narrative page, 11a unlined supplemental page, 11b stolen auto supplement ,11c CID evidence processing supplement, 11d firearms supplement , non-criminal event reports 108 , supplemental reports, 600-013 release from further investigation , 700-08 DWI report and TPPD Form # 300-39, 600-23 witness/victim statement forms validations supplemental report, 600-25 Stolen Property list, 47 Article file checklist, 48 Boat file checklist, 49 Gun File Check list, 50 Vehicle parts file checklist, 51 securities file checklist, 52 tag file checklist, 53 vehicle file checklist, 54 missing person checklist, and 55 message request forms , 600-19 arrest reports filed by case number. Reports document incidents initiated by citizen or officer complaints.</p>	<p>Retain current year & 75 years, then they may be destroyed</p>

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Item No.	Description	Retention
9.	<p>Vehicle Collision Reports</p> <p>Vehicle Collision reports includes fatalities, personal injury and property damage reports.</p>	<p>Retain current year & 7 years, then they may be destroyed</p>
10.	<p>Property Impound Reports</p> <p>TPPD Form #600-34, 34a, Property Impound reports Includes abandoned, stolen, recovered, lost found, inventoried, surplus, auctioned, disposed, destroyed property ,vehicles, vessels, equipment, weapons, and other police personal property-related records.</p>	<p>Retain current year & 7 years from disposition date, then they may be destroyed</p>
11.	<p>Parking Permit Log</p> <p>Contains customer information and expiration for parking permits which are renewable every two years.</p>	<p>Retain for three years , then they may be destroyed.</p>
12.	<p>Central Complaint Log</p> <p>Contains a listing of all formal complaints made and the outcome of the investigation.</p>	<p>Retain current year & 50 years, then they may be destroyed</p>
13.	<p>Daily MDC Tally Sheet</p> <p>TPPD form # 300-05, used to monitor mobile data computer activity, to determine need for expanding the program (used during 2000 only)</p>	<p>Retain for 2 years, then they may be destroyed.</p>

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14.	<p>Warrant Log Sheet</p> <p>TPPD form #300-34 (old 300-39) used to monitor location of actual warrants when removed from the Communications Office (1990s-2002). Current departmental policy, actual warrants must remain in communications until returned to the courts, only copies can be released.</p>	<p>Retain for 2 years, then they may be destroyed</p>
15.	<p>Private Impound Log</p> <p>TPPD form # 300-1 used to record vehicles impounded by private companies.</p>	<p>Retain for 12 months, then they may be destroyed.</p>
16.	<p>Visitor Log</p> <p>TPPD form # 300-2 used to record visitors who come into the station</p>	<p>Retain current year and 1 year then they may be destroyed</p>
17.	<p>Radio Log</p> <p>TPPD form# 300-3, prior to 1990, radio logs depicted all calls for service received by the department, whether or not reports were taken. After 1990 the data is captured in a computer data base (VT Prism). Radio logs after 1990 are only used when the computer system is down.</p>	<p>Prior to 1990, maintain 25 years, then they may be destroyed. After 1990, maintain until data is backdated into computer system, then they may be destroyed.</p>

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18.	<p>Video Custody Log</p> <p>TPPD Form # 300- 4, used to record the contents of the video tapes used in the communications office of the processing area and hallways.</p>	Retain at least 3 months, then they may be destroyed.
19.	<p>Criminal History File Search/Dissemination Log</p> <p>TPPD Form #300-06, contains the name of the individual and the persons that received the criminal history.</p>	Retain for 3 years, then they may be destroyed
20.	<p>Request for Copies of Communications Tapes</p> <p>TPPD form #300-09, used to request official copies of audio tapes.</p>	Retain for 12 months, then they may be destroyed
21.	<p>Communications Audio Disc</p> <p>recordings of conversations with 911 call takers , police dispatchers, and police radio traffic.</p>	Retain at least 12 months, then re-use.
22.	<p>Prism back up tapes</p> <p>Tapes containing computer data in case of accidental loss.</p>	Retain for two weeks , then re-use.
23.	<p>Property Owner Letters</p> <p>TPPD Forms 300-7, 300-8 or certified letter responses used to notify owners of property to claim said items with in a certain time period.</p>	Retain with property impounds current year & 7 years from disposal date, then they may be destroyed.

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24.	<p>Mileage Reimbursement Form</p> <p>TPPD Form 300-10, used to request funds for use of personal vehicle on business trip</p>	<p>Originals maintained by The City of Takoma Park Finance Department.</p>
25.	<p>Purchase Order Request</p> <p>TPPD Form 300-11, used to request purchase of items</p>	<p>Retain until entered into computerized fiscal management system, then they may be destroyed . The electronic computerized system maintained by The City of Takoma Park Finance Department.</p>
26.	<p>Petty Cash Account Log</p> <p>TPPD Form 300-12, used to account for day to day usage of petty cash.</p>	<p>Retain for current fiscal year & 2 years , then they may be destroyed</p>
27.	<p>Expungement Records</p> <p>TPPD Form 300-14 Court ordered expungement list, 15A letter to FBI, 15B letter to Maryland CJIS, 16 Expunged record request</p>	<p>Maintained sealed by District Court Docket number for three years , then they may be destroyed</p>
28.	<p>MDC Certification and Access Application</p> <p>TPPD Form 300-18, used to gain access to NCIC via mobile data computer.</p>	<p>Retain until separation from employment, then they may be destroyed</p>

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Item No.	Description	Retention
29.	<p>Court Notifications for Parking Violations</p> <p>TPPD Form 300-19A & B , letters to citizens/court about court dates on various parking violations.</p>	<p>Retain for 3 years, then they may be destroyed.</p>
30.	<p>Warrant Forms</p> <p>TPPD Form 300-20 action form, 21 notification to defendant, 22 request to quash, 23 fugitive unit service, 24 additional information , 31 cover label , 46 wanted person file checklist, 40 warrant recall letter, and 41 detainer request letter.</p>	<p>Retain in warrant folder until warrant is served or recalled, then they may be destroyed.</p>
31.	<p>Warrant Control Log</p> <p>TPPD Form 300-26, used as a listing of every warrant service request and history of said document.</p>	<p>Retain current year & 75 years, then they may be destroyed.</p>
32.	<p>Request for information/items</p> <p>TPPD Form #300-25, used by personnel to request copies of reports and items from administration division.</p>	<p>Retain until request fulfilled, then they may be destroyed.</p>
33.	<p>NCIC Entry Log</p> <p>TPPD Form #300-32, contains a listing of all items entered into NCIC with descriptive information.</p>	<p>Retain for 3 years, then they may be destroyed</p>
34.	<p>Teletype and Message Log</p> <p>TPPD Form #300-33, contains a listing of all messages sent locally and nationally via the Miles/NCIC computer</p>	<p>Retain for 3 years, then they may be destroyed</p>

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35.	<p>Radio Repair Maintenance Form</p> <p>TPPD Form #300-29, used to document and request repairs to radio equipment</p>	<p>Retain for 12 months, then they may be destroyed</p>
36.	<p>Radio Condition on Issue</p> <p>TPPD Form #300-30, to document condition of re-issued police radios to individuals</p>	<p>Retain until return of property & 3 months , then they may be destroyed</p>
37.	<p>Special Orders</p> <p>TPPD Form #300-36, used to amend, supplement General Orders</p>	<p>Retain until rescinded and 5 years, or incorporated into General Orders, then they may be destroyed</p>
38.	<p>Staff Inspection Report</p> <p>TPPD Form #300-37 , Inspection report of entire agency conducted by the Chief or designee.</p>	<p>Retain for current year & 3 years, then they may be destroyed</p>
39.	<p>Arrest Log</p> <p>TPPD Form #300-43 Adult, 44 Juvenile, indicating date, name and officer involved in arrest</p>	<p>Retain for current year & 3 years, then they may be destroyed</p>
40.	<p>Business Owner Information Letter</p> <p>TPPD Form # 300-45, information on businesses in the City of Takoma Park.</p>	<p>Input into Data Base, then document may be destroyed.</p>

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41.	<p>Property Room Access Log</p> <p>TPPD Form #300-56, sign in sheet for access to property room.</p>	Retain for current year & 7 years, then they may be destroyed
42.	<p>Departmental Collision Report</p> <p>TPPD Form #300-57, depicts information used by the commanders to review collisions involving personnel</p>	Retain for current year & 3 years, then they may be destroyed.
43.	<p>Volunteer/ Intern Sign-in sheet</p> <p>TPPD Form # 300-58, depicts interns/volunteers in the building and the time they spent.</p>	Retain for 6 months, then they may be destroyed
44.	<p>Call Box Check Sheets</p> <p>TPPD Form #300-59, routine check of call box equipment for function.</p>	Retain for current year & 1 year, then they may be destroyed
45.	<p>Payroll list</p> <p>TPPD Form #300-60, listing to assist payroll clerks with the function of payroll.</p>	Retain until amended, then they may be destroyed
46.	<p>Unusual Occurrence Administrative Check Sheet</p> <p>TPPD Form #300-61, routine check sheet for supplies and equipment in the Administrative division</p>	Retain for current year & 1 years, then they may be destroyed

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47.	Career specialist interest survey TPPD Form #400-30, (no longer in use) requesting information from employees about hobbies and career interest	Retain for current year & 2 years , then they may be destroyed
48.	Training Program Reservation checklist TPPD Form #400-15, information about classes and reservation information (No longer in use)	Retain for 2 years, then they may be destroyed
49.	Pre-application Form TPPD Form #400-31, (no longer in use) information collected prior to full application being filled out to screen applicants prior to written exam.	Hired Personnel: retain in personnel files until 7 years past separation of employment Applicants: retain for current year & 5 years , then they may be destroyed

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Item No.	Description	Retention
50.	<p>Applicant Forms:</p> <p>TPPD Form #400-001 Statement of Employability-Police, TPPD Form #400-001a Statement of Employability-Peo, 400-002a initial letter to applicant, 400-02b documents required from applicant, 400-2c waiver of conditional employment offer, 400-2d authorization for release of personal information, 400-2e military personnel records request authorization, 400-2f credit report authorization, 400-2g-l police security experience work sheet, 400-03a police applicant written test notification, 400-3b dispatcher applicant written test notification 400-3c police applicant oral interview notification letter, 400-3d dispatcher applicant oral interview notification letter, 400-4a written exemplar form, 400-04b oral interview score sheet-police applicant, 400-4c oral interview score sheet-dispatcher, 400-05 personal history statement booklet, 400-06a applicant file cover checklist, 400-6b, applicant investigation assignment list, 400-7a neighborhood investigation questionnaire, 400-7b personal reference letter, 400-7c personal reference questionnaire-police, 400-7d personal reference questionnaire-dispatcher, 400-8a employer reference letter, 400-8b confidential employer questionnaire, 400-9 polygraph applicant screening booklet, 400-10a applicant rejection letter, 400-10b notice to applicant not hired, 400-10c letter to other agency about applicant, any reports from doctors, polygraph specialists, credit reports, criminal history or driving records.</p>	<p>Hired Personnel: retain in personnel files until 7 years past separation of employment</p> <p>Applicants: retain for current year & 5 years , then they may be destroyed</p>
51.	<p>Oath of Office</p> <p>TPPD Form # 400-11, 11a, oath of office for officer and Chief Officer</p>	<p>Retain in personnel file: (50 years after employment separation)</p>

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Item No.	Description	Retention
52.	<p>Equipment List</p> <p>TPPD Form #400-12a, issued items/equipment list to employees</p>	<p>Retain in personnel file, until all returnable items are received after separation from employment, then they may be destroyed.</p>
53.	<p>Body Armor Inspection</p> <p>TPPD Form 400-13, Routine inspection for serviceability of vest and any visible defects</p>	<p>Retain for 3 years, then they may be destroyed.</p>
54.	<p>Emergency Notification Form</p> <p>TPPD Form #400-14, information about employees next of kin.</p>	<p>Retain until updated or until 1 year after separation from employment, then they may be destroyed</p>
55.	<p>Metro Fare Card</p> <p>TPPD Form #400-16, listing of to whom the fare cards are issued .</p>	<p>Retain until program concluded, then they may be destroyed.</p>

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56.

Tardy Notice

TPPD Form #400-19 , form used for disciplinary consideration when employees are tardy

Retain 2 years in personnel file for Counseling, retain 5 years in personnel file for Reprimands, retain 10 years in personnel file for disciplinary action, retain until personnel file eligible for destruction for loss of rank or dismissal - then employee may petition the Chief for removal and destruction.

57.

Probationary Evaluation

TPPD Form #400-20, a quarterly evaluation of police Officers during their first year of employment

Retain for 3 years, then they may be destroyed

58.

Citizen Complaint Form

TPPD Form #400-23a,#400-23aspanish form used by the public to make formal complaints against Police Employees

Retain current & 6 years, then they may be destroyed Unless a request to expunge is received after 3 years as provided for in LEOBR

59.

Internal investigation

TPPD Form #400-23b internal investigation notification, 400-23c interrogation order, 400-23d waiver of rights, 400-23e witness notification, 400-24 polygraph order,

Retain current & 6 years, then they may be destroyed Unless a request to expunge is received after 3 years as provided for in LEOBR

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60.	<p>Secondary employment request</p> <p>TPPD Form #400-25, form submitted to gain authorization for secondary employment</p>	<p>Retain current year & 3 years, then they may be destroyed.</p>
61.	<p>Request for Commendations</p> <p>TPPD Form #400-29, used by employees to request commendations/awards, sent to the awards committee for review.</p>	<p>Copy of Awarded Commendations will be retained in personnel files for 50 years then may be destroyed. Non- awarded requests will be retained for 5 years, then may be destroyed.</p>
62.	<p>Personnel Order Form</p> <p>TPPD Form #400-28, indicates movement of personnel between divisions and training assignments.</p>	<p>Retain current & 3 years, then they may be destroyed.</p>
63.	<p>Employee Counseling Report</p> <p>TPPD Form #400-32</p>	<p>Retain 2 years in personnel file for Counseling, retain 5 years in personnel file for Reprimands, retain 10 years in personnel file for disciplinary action, retain until personnel file eligible for destruction for loss of rank or dismissal - then employee may petition the Chief for removal and destruction.</p>

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64.	<p>Personnel Order Logs</p> <p>TPPD Form #400-33, indicates personnel order issued</p>	Retain for 10 years, then they may be destroyed.
65.	<p>Volunteer/ Intern Forms</p> <p>TPPD Form #400-34 vision statement, 35work agreement,36 confidentiality agreement ,37 exit survey, 38 yearly /exit evaluation.</p>	Retain for tenure of personnel & 10 years, then they may be destroyed.
66.	<p>Ride- Along Application</p> <p>TPPD Form #500-01, application by citizen to ride with an officer for an evening.</p>	Retain for 5 years, then they may be destroyed.
67.	<p>Departmental Survey Form</p> <p>TPPD Form 500-03, home security survey form used as a crime prevention tool .</p>	Retain current year & 1 years, then they may be destroyed
68.	<p>Vacant House Check Form</p> <p>TPPD Form #500-04 , requests for officers to check on homes that are vacant for short periods of time.</p>	Retain for 13 months, then they may be destroyed
69.	<p>Weapons Inspection Form- Commanders</p> <p>TPPD Form #600-07a, (no longer in use) consolidated with form 600-07, inspection form for commanders handguns.</p>	Retain for 3 years, then they may be destroyed

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70.	<p>Follow-up Survey</p> <p>TPPD Form # 600-14, (no longer in use) used to contact victims of crimes to ascertain if the service received from the police department was adequate.</p>	Retain for 13 months, then they may be destroyed
71.	<p>Canine Activity Sheets</p> <p>TPPD Form #600-111 Daily activity work sheet, 112 monthly report calls for service, 113 training report, 114 demonstration memo. 115 Report of injury (No longer in use) All information in the above list forms is captured in memorandum form.</p>	Retain for 3 years, then they may be destroyed
72.	<p>Processing/holding Area Inspection Form</p> <p>TPPD Form #600-001, supply check list and inspection of the prisoner processing area.</p>	Retain for 3 years, then they may be destroyed
73.	<p>Command Summary</p> <p>TPPD Form #600-002 form used by officers to bring cases of importance to the attention of the Command Staff</p>	Retain for 1 year, then they may be destroyed
74.	<p>PEO Daily Worksheet</p> <p>TPPD Form #600-003, form depicting the work activity of the Parking Enforcement Officer.</p>	Retain for 3 years, then they may be destroyed
75.	<p>Monthly Activity Report</p> <p>TPPD Form #600-04, form depicting the work activity for the Patrol division on a monthly basis.</p>	Retain for 3 years, then they may be destroyed

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76.	<p>Event Clearance Code Index</p> <p>TPPD Form #600-05, depicts the codes used for clearing calls for service and incidents.</p>	Retain until updated, then they may be destroyed
77.	<p>Officer inspection</p> <p>TPPD Form # 600-06, form depicting compliance or deficiencies in an Officer's apparel.</p>	Retain for 1 year, then they may be destroyed
78.	<p>Vehicle/ Radio/ Weapons Inspection Form</p> <p>TPPD Form # 600-07, form depicting compliance or deficiencies with Officer's equipment</p>	Retain for 1 year, then they may be destroyed
79.	<p>Photographic Record Form</p> <p>TPPD Form # 600-008, listing of photos taken at the scene of an event, should be kept with case file or incident report.</p>	Retain current year & 75 years, then they may be destroyed
80.	<p>Patrol Daily Worksheet</p> <p>TPPD Form # 600-009, form depicting the work activity of an Officer/ Squad on a daily basis .</p>	Retain for 1 year, then they may be destroyed
81.	<p>Firearms Training Log</p> <p>TPPD Form # 600-015, indicates course of fire, weapon used and scores for individual officers.</p>	Retain for tenure of employment, upon separation of employment files will be consolidated with personnel files and destroy after 30 years.

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82.	<p>Photo Back sticker format</p> <p>TPPD Form # 600-21, indicated vital statistics of individual featured on photo front</p>	Retain for length of photograph retention.
83.	<p>Photographic Array Information Sheet</p> <p>TPPD Form # 600-22, indicates photos used for an array for victims/ witnesses to pick out suspect, should be kept with case file or incident report.</p>	Retain current year & 75 years, then they may be destroyed
84.	<p>Letter to Incident Witness</p> <p>TPPD Form # 600-24, This notifies the victim/witness to contact the investigator or the case will be suspended.</p>	Retain current year & 75 years, then they may be destroyed
85.	<p>Agents for Owners</p> <p>TPPD Form # 600-26 (new contract), 27(renewed contract), contract between the Police Department and Property Owners to allow Officers to act as their agents in criminal matters.</p>	Retain until renewed or 7 years past cancellation date
86.	<p>Criminal Arrest Disposition</p> <p>TPPD Form # 600-28, indication of disposition by the Courts of a Criminal Arrest. (Original documentation retained by the Court System)</p>	Retain for 75 years, then may be destroyed.
87.	<p>Permission to Search without a Warrant</p> <p>TPPD Form # 600-29 (english), 029SPAN (spanish) give officers consent to search a vehicle without a search warrant.</p>	Retain current year & 75 years, then they may be destroyed

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88.	<p>Evidence Transmittal</p> <p>TPPD Form # 600-31 indicates items taken to lab for processing and results, should be kept with case file or incident report.</p>	<p>Retain current year & 75 years, then they may be destroyed</p>
89.	<p>Single Party recorded conversation consent</p> <p>TPPD Form # 600-33, used in investigations, consent to record conversations, should be kept with case file or incident report.</p>	<p>Retain current year & 75 years, then they may be destroyed</p>
90.	<p>Report Held Form</p> <p>TPPD Form # 600-35, notification to administration that a report was not completed in the required time.</p>	<p>Retain until report is turned in, then they may be destroyed.</p>
91.	<p>Authorization to gain entry into locked vehicle</p> <p>TPPD Form # 600-36, permission to gain access into a vehicle for an owner who is locked out.</p>	<p>Retain current year & 7 years, then they may be destroyed</p>
92.	<p>Disposition of Impounded property</p> <p>TPPD Form #600-37, From 1990 to 2003 Property Impound reports were co-mingled with incidents reports by case number. Starting in 2004, Property Impound reports will be filed separately again</p>	<p>Retain current year & 7 years, then they may be destroyed</p>
93.	<p>Use of Force Report</p> <p>TPPD Form # 600-38 ,depicts information used by the commanders to review use of force incidents involving personnel</p>	<p>Retain for 3 years, then they may be destroyed</p>

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94.	<p>Confiscated Money Memorandums</p> <p>TPPD Form # 600-39 to property custodian, 40 to city manager/accounting, 41 petition for forfeiture, should be kept with case file or incident report.</p>	<p>Retain current year & 75 years, then they may be destroyed</p>
95.	<p>Vehicle Pursuit Report</p> <p>TPPD Form # 600-44 ,depicts information used by the commanders to review pursuits incidents involving personnel</p>	<p>Retain for 3 years, then they may be destroyed</p>
96.	<p>Wanted Flyer</p> <p>TPPD Form # 600-46 flyers with information on persons wanted by the police department, should be kept with case file or incident report.</p>	<p>Retain current year & 75 years, then they may be destroyed</p>
97.	<p>Application for Search & Seizure Warrant</p> <p>TPPD Form # 600-47 application, 048 oath page, should be kept with case file or incident report.</p>	<p>Retain current year & 75 years, then they may be destroyed</p>
98.	<p>Advice of Rights Form</p> <p>TPPD Form # 600-50 (english), 50 span (spanish) notification to suspects of constitutional rights, should be kept with case file or incident report.</p>	<p>Retain current year & 75 years, then they may be destroyed</p>
99.	<p>Search Warrant Inventory and Return</p> <p>TPPD Form # 600-51, depicting items taken during search warrant and signature page, should be kept with case file or incident report.</p>	<p>Retain current year & 75 years, then they may be destroyed</p>

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100.	<p>Evidence Inventory Form</p> <p>TPPD Form # 600-51a evidence taken during search warrant, should be kept with case file or incident report.</p>	<p>Retain current year & 75 years, then they may be destroyed</p>
101.	<p>Disposition of CDS Evidence Memo</p> <p>TPPD Form # 600-53</p>	<p>Retain current year & 3 years, then they may be destroyed.</p>
102.	<p>Crime Scene Film Envelope Label</p> <p>TPPD Form # 600-57, label used on undeveloped film to identify which case it belongs.</p>	<p>Retain until film is developed, then they may be destroyed.</p>
103.	<p>Cid Activity Sheet</p> <p>TPPD Form # 600-58, form depicting the work activity of a detective.</p>	<p>Retain for 3 years, then they may be destroyed</p>
104.	<p>CID Case Management Record</p> <p>TPPD Form # 600-60, form depicting case load of each investigator and status of each case.</p>	<p>Retain for 3 years, then they may be destroyed</p>
105.	<p>CID Case Assignment Log</p> <p>TPPD Form # 600-61, depicts who is assigned a specific case for investigation.</p>	<p>Retain for 3 years, then they may be destroyed</p>

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106.	<p>Latent print card</p> <p>TPPD Form # 600-63, prints from scenes of events, should be kept with case file or incident report.</p>	<p>Retain current year & 75 years, then they may be destroyed</p>
107.	<p>Informant History Data Sheet</p> <p>TPPD Form # 600-066</p>	<p>Retain active files for 18 months, then change to inactive status. Retain inactive files for 6 years, then they may be destroyed.</p>
108.	<p>Organized Crime/vice memo</p> <p>TPPD Form # 600-67</p>	<p>Retain active files for 18 months, then change to inactive status. Retain inactive files for 6 years, then they may be destroyed.</p>
109.	<p>TPPD Confidential informant Contact</p> <p>TPPD Form # 600-68</p>	<p>Retain active files for 18 months, then change to inactive status. Retain inactive files for 6 years, then they may be destroyed.</p>
110.	<p>Informant/evidence Purchase receipt</p> <p>TPPD Form # 600-69</p>	<p>Retain active files for 18 months, then change to inactive status. Retain inactive files for 6 years, then they may be destroyed.</p>

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111.	<p>Confidential Intelligence Information</p> <p>TPPD Form # 600-70</p>	<p>Retain active files for 18 months, then change to inactive status. Retain inactive files for 6 years, then they may be destroyed.</p>
112.	<p>Informant Conduct/Waiver</p> <p>TPPD Form # 600-71</p>	<p>Retain active files for 18 months, then change to inactive status. Retain inactive files for 6 years, then they may be destroyed.</p>
113.	<p>Investigator Case Activity Sheet/Surveillance Log</p> <p>TPPD Form # 600-73, investigators use this form to log in contacts with persons in regards to cases, i.e. victims, witnesses, suspects, should be kept with case file or incident report.</p>	<p>Retain current year & 75 years, then may be destroyed.</p>
114.	<p>Polygraph Waiver Form</p> <p>TPPD Form # 600-74, employment polygraph waiver form.</p>	<p>Hired Personnel: retain in personnel files until 7 years past separation of employment</p> <p>Applicants: retain for current year & 5 years , then they may be destroyed</p>

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115.	<p>Narcotics/paraphernalia evidence control log</p> <p>TPPD Form # 600-078, depicts evidence and it's status, case number, item type and destruction date.</p>	<p>Retain current year & 15 years, then may be destroyed.</p>
116.	<p>Raid plan checklist</p> <p>TPPD Form #600-82 depicts personnel deployment and function for a raid, should be kept with case file or incident report.</p>	<p>Retain current year & 75 years, then may be destroyed.</p>
117.	<p>Notice of Conveyance Seizure</p> <p>TPPD Form # 600-84, notice to owner of vehicle that the department with be seizing the vehicle , should be kept with case file or incident report.</p>	<p>Retain current year & 75 years, then may be destroyed.</p>
118.	<p>Checklist</p> <p>TPPD Form # 600-85 robbery, 86 sexual assault, 87 arson, 88 homicide, 94 death investigation informational handouts for Officers use.</p>	<p>Retain until updated, then they may be destroyed.</p>
119	<p>Bicycle Activity Report</p> <p>TPPD Form # 600-100, inspection and Officer activity while using a Bicycle for Patrol</p>	<p>Retain for 3 years, then they may be destroyed</p>
120.	<p>Cop project initiation Report</p> <p>TPPD Form # 600-102, Community Oriented Policing project</p>	<p>Retain current year & 75 years, then they may be destroyed</p>

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121.	<p>Police/Citizen Contacts Form</p> <p>TPPD Form # 600-104, information on citizens who have agreed to partner with police in deterring crime.</p>	<p>Retain for 3 years, then they may be destroyed.</p>
122.	<p>Cop project report</p> <p>TPPD Form # 600-105 Community Oriented Policing project status of project and steps taken on issue.</p>	<p>Retain current year & 75 years, then they may be destroyed</p>
123.	<p>Custody Log</p> <p>TPPD Form # 600-106, information on defendant during his time in custody, i.e., bathroom breaks, were they fed.</p>	<p>Retain current year & 75 years, then they may be destroyed</p>
124.	<p>Vehicle Impound Release</p> <p>TPPD Form # 700-02, authorization for release of an impounded vehicle</p>	<p>Retain current year & 7 years, then they may be destroyed</p>
125.	<p>Parking Complaint follow-up log</p> <p>TPPD Form # 700-03, depicts 72 hour violations with complainants who request follow up information</p>	<p>Retain for 3 years, then they may be destroyed.</p>
126.	<p>Vehicle impound and inventory</p> <p>TPPD Form # 700-04, depicts an inventory of impounded vehicles and a status of damage.</p>	<p>Retain current year & 7 years, then they may be destroyed</p>

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Item No.	Description	Retention
127.	<p>Notice to remove abandon motor vehicle</p> <p>TPPD Form # 700-05, letter to owner of the vehicle or property to remove the abandon vehicle within a specific time period or be fined.</p>	<p>Retain current year & 7 years, then they may be destroyed</p>
128.	<p>Notice of intent to dispose of abandon vehicle</p> <p>TPPD Form # 700-06, letter to the last recorded owner to claim the vehicle by a specific date or the vehicle will be disposed of.</p>	<p>Retain current year & 7 years, then they may be destroyed</p>
130.	<p>Radar Log</p> <p>TPPD Form # 700-07 depicts number of citations/warnings on a given day at a given spot by a specific Officer.</p>	<p>Retain 5 years, then may be destroyed.</p>
131.	<p>Warning/Fir Book</p> <p>TPPD Form # 700-09, notification to driver warning them of violations of the law, no punitive action taken</p>	<p>Retain 3 years, then may be destroyed.</p>
132.	<p>Summons- Parking Violation</p> <p>TPPD Form # 700-11, Citations given to citizens for violating City Parking Ordinances.</p>	<p>Retain 3 years, then may be destroyed.</p>
133.	<p>Summons Void/ nolle Pros. Request</p> <p>TPPD Form # 700-12 , requests by Officers to void a parking citation- sent to the State's Attorney's Office for approval</p>	<p>Retain 3 years, then may be destroyed.</p>
134.	<p>Parking meter listing/map</p> <p>TPPD Form # 700-14 a diagram depicting the location of the parking meters in the City of Takoma Park</p>	<p>Retain until updated , then may be destroyed.</p>

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Item No.	Description	Retention
135.	<p>Resident Parking Permit application TPPD Form # 700-15, depicts who received a permit for what area.</p>	Retain 3 years, then may be destroyed.
136.	<p>Vehicle Maintenance Form TPPD Form # 700-18, indicates repair request for police vehicles.</p>	Retain for 1 year, then may be destroyed
137.	<p>DR15A Log TPPD Form # 700-19, depicts which Officers have serial numbered DR15A booklets</p>	Retain for 7 years, then may be destroyed
138.	<p>Traffic Citation Log TPPD Form # 700-21, depicts which Citation books Officers have signed out.</p>	Retain for 7 years, then may be destroyed
139.	<p>Form Letter - citizen protesting parking tickets TPPD Form #700- 013A & B (form no longer in use)</p>	Retain 3 years, then may be destroyed.
140.	<p>Parking Violation Delinquency Notice TPPD Form # 700-20 (form no longer in use) This function has be out source to a private company.</p>	Retain 3 years, then may be destroyed.
141.	<p>Oath- police report TPPD Form # 800-001, Officers swear oath to validity of the Police Report in Juvenile detention cases , should be kept with case file or incident report.</p>	Retain current year & 75 years, then they may be destroyed

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142.	<p>Arrestee Student Fax</p> <p>TPPD Form # 800-002 , required by state law, fax sent to School Board in certain Juvenile cases, should be kept with case file or incident report.</p>	Retain current year & 75 years, then they may be destroyed
143.	<p>Mentor Permission Slip</p> <p>TPPD Form # 800-030, allows Officers permission from parents to mentor their children.</p>	Retain current year & 7 years, then they may be destroyed
144.	<p>Arrest Packs: Adults</p> <p>contains some if not all of the following items: photographs, copies of arrest reports , custody logs, and arrest number sheets.</p>	Retain current year & 75 years, then they may be destroyed
145.	<p>Arrest Packs: Juvenile</p> <p>contains some if not all of the following items: photographs, copies of arrest reports , custody logs, and arrest number sheets. <i>(Seal at 18 years of age)</i></p>	Retain current year & 75 years, then they may be destroyed
146.	<p>State Citations</p> <p>Citations issued for a violation of State law</p>	Retain current year & 5 years , then they may be destroyed
147.	<p>Safety Repair Orders</p> <p>Orders for repair of a motor vehicle</p>	Retain current year & 3 years, then they may be destroyed

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Item No.	Description	Retention
148.	<p>Internal Investigations Files</p> <p>Various forms/letters/ tapes (audio & video) involved in an investigation of a police department employee</p>	<p>Retain for the tenure of the employee & 7 years, then they may be destroyed</p>
149.	<p>Parking Tickets</p> <p>(Paid / Unpaid)</p>	<p>Retain current year & 5 years</p>
150.	<p>Training Files</p> <p>Any training an employee has attended</p>	<p>Merge into personnel file upon separation from employment , retain additional 7 years , then they may be destroyed</p> <p>If Employee leaves to join another agency, retain 50 years, then they may be destroyed .</p>
151.	<p>Personnel Files</p> <p>Various files including: background files, medical files, internal files, training files, commendations , disciplinary files, and complementary files, (some items in the file have a shorter retention time- those are listed individually with in this schedule)</p>	<p>Retain for 50 years after separation of employment</p>
152.	<p>Background Investigation Files: hires</p> <p>Files containing various forms, including medical and polygraph received during the investigation into an applicants background to determine if they are suitable for a position with the agency</p>	<p>Hired Personnel: retain in personnel files until 7 years past separation of employment</p>

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Item No.	Description	Retention
153.	<p>Background Investigation Files: non hires</p> <p>Files containing various forms, including medical and polygraph received during the investigation into an applicants background to determine if they are suitable for a position with the agency</p>	<p>Applicants: retain for current year & 5 years , then they may be destroyed</p>
154.	<p>Statistical Reports</p> <p>Monthly, quarterly, and annual reports of productivity and accounting.</p>	<p>Current year & 5 years, then they may be destroyed</p>
155.	<p>Bicycle Registration</p> <p>Information on a bicycle and it's owner.</p>	<p>Retain Current year & 25 years, then they may be destroyed.</p>
156.	<p>Day Sheets</p> <p>Typed log of calls for service, Officers who responded and their clearance . (No longer in use)</p>	<p>Retain 7 years , then they may be destroyed</p>
157.	<p>Prism</p> <p>Computerized data base of call information, Officer response and clearance.</p>	<p>Retain system for 10years after implementation of new system, then it may be deleted.</p>
158.	<p>Accreditation Files</p> <p>Files maintained to show compliance with national standards set forth by CALEA</p>	<p>Retain current cycle & past two cycles (3 years per cycle), then they may be destroyed.</p>

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159.	<p>Intelligence Files</p> <p>Various files and forms used to collect and verify intelligence information.</p>	<p>Retain active files for 18 months, then change to inactive status. Retain inactive files for 6 years, then they may be destroyed.</p>
160.	<p>Promotional Process</p> <p>any documents on the process held for the promotion of officers within the department.</p>	<p>Retain current cycle & 3 previous cycles, then they may be destroyed.</p>
161.	<p>Internal Selection Processes</p> <p>any documents on a selection process for a position within the department.</p>	<p>Retain for 7 years, then they may be destroyed.</p>
162.	<p>Investigative Case Files- Closed Cases</p> <p>Investigative files on any closed case.</p>	<p>Current year & 75 years, then they may be destroyed</p>
163.	<p>Investigative Case Files- (Homicide)</p> <p>Investigative files on homicide cases.</p>	<p>Retain current year & 75 years, then they may be destroyed</p>

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Item No.	Description	Retention
164.	<p>Investigative Case Files- Open Cases</p> <p>Investigative files on any open case files</p>	<p>Current year & 75 years, then they may be destroyed</p>
165.	<p>Suspect Photograph Files</p> <p>Photographs of suspects with various backgrounds, used in photo arrays.</p>	<p>Retain 5 years, then may be destroyed.</p>
166.	<p>Photographic Negatives:</p> <p>Negatives/CDs of photographs taken by members of the Police department, to include evidentiary photos</p>	<p>Retain current year & 75 years, then they may be destroyed</p>
167.	<p>DARE</p> <p>Listing of students with class, depicting pre/post test scores.</p>	<p>Retain current year & 7 years, then they may be destroyed</p>
168.	<p>DARE</p> <p>Pre/post test and parents partnership letters</p>	<p>Retain current year, & 1 year then they may be destroyed</p>

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169.	<p>Field Investigative Reports (FIRS)</p> <p>Information collected from suspects/suspicious persons, depicting identity and address information along with vehicle information and nature of activity.</p>	<p>Retain hard copy , current year & 2 years , then they may be destroyed (Data entered into computerized database and retained for 10 years, then it may be deleted.</p>
170.	<p>Arrest ID Index Cards</p> <p>Identification information for subjects arrested</p>	<p>Retain 75 years, then they may be destroyed</p>
171.	<p>Laboratory analysis forms</p> <p>Letters/forms from the laboratories advising of the test results for items, should be kept with case file or incident report.</p>	<p>Retain current year & 75 years, then may be destroyed</p>
172.	<p>Records of Inspections</p> <p>Various inspections of the Police Department personnel and equipment.</p>	<p>Retain current year & 3 years, then they may be destroyed</p>
173.	<p>Teletypes</p> <p>Messages from other agencies sent via the Miles/NCIC computer.</p>	<p>Retain 30 days, then they may be destroyed</p>

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174.	<p>Personnel Schedules</p> <p>Employee work hours and days.</p>	<p>Current year & 2 years, then they may be destroyed.</p>
175.	<p>Training Lesson Plans & Handouts</p> <p>Instructional lesson plans and handouts for training classes for police department employees</p>	<p>Retain 1 copy for 30 years, then they may be destroyed</p>
176.	<p>Cash Receipts</p> <p>Any receipts for items paid for by petty cash</p>	<p>Retain until turned over to the City of Takoma Park Finance department</p>
177.	<p>Receipt copies of pawn Transactions</p> <p>Computer printouts of items pawned at local stores to include the person who pawned the items. (this functions is also available online from many locations, so only a few areas continue to provide hard copies of transactions)</p>	<p>Retain hard copies for 2 years, then they may be destroyed.</p>
178.	<p>Equipment Service Logs</p> <p>Logs indicating when equipment was serviced.</p>	<p>Retain for 3 years, then they may be destroyed.</p>
179.	<p>Radar Calibration Certificates</p> <p>depicting the radar unit and the date it was certified as accurate</p>	<p>Retain 10 years, then they may be destroyed</p>

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180.	<p>Early Warning System (EWS)</p> <p>Files and documentation pertaining to a system designed to identify employees who are displaying difficulty in dealing with stresses (on the job and personal) and the actions by the department to identify and monitor performance.</p>	<p>Retain for 3 years, then they may be destroyed.</p>
181.	<p>Grant Applications</p> <p>Applications for funds from State, Federal or private entities.</p>	<p>Retain for term of Grant & 3 years, then they may be destroyed.</p>
182.	<p>Traffic Log Stop Forms</p> <p>TPPD Form #700-16, depicts information required under Md. Law for Bias Based Traffic stop data collection.</p>	<p>Retain until entered into computerized fiscal management system, then they may be destroyed . The electronic computerized system maintained for 3 years, then may be deleted.</p>

Approved by Department, Agency, or Division Representative.

Date 12-12-03

Signature CA Creamer

Type Name CYNTHIA A. CREAMER

Title CHIEF OF POLICE

Schedule Authorized by State Archivist.

Date JAN 21 2004

Signature Edward C. Pappas