

Agency City of Salisbury	Division/Unit Police Department - Chief of Police	
ITEM NO.	DESCRIPTION	RETENTION
1.	Subject Records. –Correspondence, CID computers, City departments, mounted patrol, personnel training, policies, patrol liquor board reports, payroll, seized property files, mutual aid agreements, general orders, etc.	Screen annually. Retain permanently any material having historical value that serves to document the origin, development, functions and accomplishments of the Agency and transfer periodically to the Maryland State Archives. Destroy material having no further legal, administrative, fiscal or operational value.
2.	Internal Investigations Relating to Officers. –Case booklet, handwritten notes, includes hearing tapes, etc.	Retain until individual is deceased, then destroy.
APPROVED BY DEPARTMENT REPRESENTATIVE DATE <u>6/20/10</u> SIGNATURE <u><i>Allan J. Webster</i></u> TYPE NAME <u>Allan J. Webster</u> TITLE <u>Chief</u>		SCHEDULE AUTHORIZED BY STATE ARCHIVIST DATE <u>11/9/07</u> SIGNATURE <u><i>Edward C. Gump</i></u>