

Agency City of Salisbury	Division/Unit Police Department - Human Resources & Records
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ITEM NO.	DESCRIPTION	RETENTION
1.	<p>Personnel Records/Background - Full-time. –Application, oath of office, personnel action forms, certificates, diplomas, training reports, personnel orders, disciplinary action, commendation, correspondence, rating reports.</p> <p>–Background files contain pre-employment data, personal history questionnaire, credit report, polygraph, fingerprints.</p>	Retain until individual is deceased, then destroy.
2.	<p>Complaint Reports. –Vehicle impound and inventory record, supplement report, District Court appearance report, fingerprints, pictures, log records, date/time of final disposition, custody and property report.</p> <p>–Property/evidence, drug certifications, District Court records and application for statement of charges, arrest warrant, motor vehicle accident reports, etc.</p>	Retain until individual is deceased or until order of expungement, then destroy.
3.	<p>Maryland Safety Equipment Repair Order/Warning. –Copy of ticket issued by officer.</p>	Retain 2 years, then destroy.

<p>APPROVED BY DEPARTMENT REPRESENTATIVE</p> <p>DATE <u>6/28/07</u></p> <p>SIGNATURE <u>Allan J. Webster</u></p> <p>TYPE NAME <u>Allan J. Webster</u></p> <p>TITLE <u>Chief</u></p>	<p>SCHEDULE AUTHORIZED BY STATE ARCHIVIST</p> <p>DATE <u>11/9/07</u></p> <p>SIGNATURE <u>Edward C. [Signature]</u></p>
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ITEM NO.	DESCRIPTION	RETENTION
4.	Correspondence. -Correspondence sent by the department. Relates to: Maryland State Police, Animal Bites, FBI, State's Attorney, citizens, Liquor Board, Juvenile Justice, Accidents (Departmental).	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. Retain all other material 2 years, then destroy if outdated.
5.	Paid Traffic Tickets. -Copy of ticket, adding machine tape, copy of summons and invoice.	Retain 3 years and until all audit requirements have been fulfilled, then destroy.
6.	Notice of Intent to Stand Trial. -Citations to the District Court, Citations not payable, party must stand trial, civil citations, etc.	Retain 5 years, then destroy.
7.	Parking Violations. -Parking tickets, summons and meter checks, void tickets, correspondence to the States Attorney's Officer regarding voided tickets, etc.	Retain 3 years, then destroy.
8.	Uniform Municipal Infractions/Civil Citations. -Copy of ticket, receipt of tape of fines received.	Retain 3 years, then destroy.
9.	Custody Arrest Reports. -Name, address, arrest time, arresting officer.	Retain until individual is deceased or until order of expungement, then destroy.
10.	Towing Summons. -Summons, vehicle impoundment record receipt for payment.	Retain 3 years and until all audit requirements have been fulfilled, then destroy.

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11.	Departmental Policies. –Chief, patrol, administrative memorandums, personnel and Special Orders.	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 non-permanent material having no further legal, administrative, fiscal or operational value.
12.	Warrants. –Records unit document services, District Court criminal summons on charging document and subpoena.	Retain until served plus 3 years, then destroy.
13.	Officer Drivers Record Required. –Correspondence, request for driving records from MVA and various states certified.	Screen annually as non-permanent. Destroy material having no further legal, administrative, fiscal or operational value.
14.	Expungement Orders. –Petition to Expunge, final disposition report, etc.	Retain 3 years and until all audit requirements have been fulfilled, then destroy.
15.	UCR. –Maryland State Police Reports. List crime statistics by type of crime.	Screen annually as non-permanent. Destroy material having no further legal, administrative, fiscal or operational value.
16.	BCI-Prior to Current Complaint Report. –Incident report, name, address, place of arrest, date of arrest, arresting officers, reasons for arrest, photos, arrest report, FBI report, etc.	Retain until individual is deceased or until order of expungement, then destroy.
17.	Maryland Flagging Records. –Forms used to obtain registration plates, and/or stickers from MVA for failure to pay parking tickets. Shows amount paid and how paid (check, cash, etc.).	Retain 3 years, then destroy.

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18.	BCI-Prior to Current Complaint Report. -Incident report, name, address, place of arrest, date of arrest, arresting officers, reasons for arrest, photos, arrest report, FBI report, etc.	Retain until individual is deceased or until order of expungement, then destroy.
19.	Maryland Flagging Records. -Forms used to obtain registration plates, and/or stickers from MVA for failure to pay parking tickets. Shows amount paid and how paid (check, cash, etc.).	Retain 3 years, then destroy.