

GREENBELT POLICE DEPARTMENT
ADMINISTRATIVE SERVICES DIVISION
SUPPORT SERVICES UNIT
RECORDS SECTION

RECORDS MANAGEMENT HANDBOOK

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GREENBELT POLICE DEPARTMENT
ADMINISTRATIVE SERVICES DIVISION
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RECORDS MANAGEMENT HANDBOOK

NOTICE PAGE

RECORDS MANAGEMNT HANDBOOK # _____

ISSUED TO/UNIT: _____

THIS HANDBOOK SHOULD BE KEPT IN A CONVENIENT PLACE FOR READY REFERENCE. THE CUSTODIAN OF POLICE RECORDS WILL MAKE/HANDLE THE DISTRIBUTION OF THIS HANDBOOK

RECCOMENDATIONS/ SUGESTIONS FOR IMPROVEMENTS WIL BE ACCEPTED FROM HANDBOOK USERS

PENALTIES: UNLESS PUBLIC/POLICE RECORDS DESTRUCTION AUTHORIZED BY A RECORDS RETENTION SCHEDULE, THE AGENCY OR PERSON IS SUBJECT TO: \$1,000 FINE, 3 YEARS PRISON OR BOTH. ACM, CRIMINAL LAW, SECTION 8-606

 Captain.
CUSTODIAN OF POLICE RECORDS

8-7-2008
DATE

GREENBELT POLICE DEPARTMENT
ADMINISTRATIVE SERVICES DIVISION
SUPPORT SERVICES UNIT
RECORDS SECTION

M-231

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Approved by: Robert A. May
Legal Advisor, City of Greenbelt

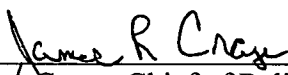
Approved by: Edward A. [Signature] 29 May 09
Maryland State Archivist, Hall of Records Commission

The above signatures constitute legal approval of the Records retention Schedule contained in this handbook.

GREENBELT POLICE DEPARTMENT
DEPARTMENTWIDE DIRECTIVE
RECORDS MANAGEMENT PROGRAM

"Records Creation, Maintenance, and Disposition"

1. Purpose of Directive: This directive establishes an agency wide records retention schedule for local ordinances, state law, an accreditation compliance:
 - CALEA 82.1.2
 - ACM, CRIMINAL LAW, SECTION 8-606
2. Personnel concerned: All departmental employees
3. Distribution: Departmental employees engaged in files management operations (hardcopy/electronic)



James. Craze, Chief of Police
Greenbelt Police Department

FOREWARD

A sound records/information management system is recognized by business and government executives for efficient agency operations.

State Law, ACM. Criminal Law 8-606, requires the establishment of records management programs.

The HANDBOOK is designed to give police personnel:

- Uniform filing and retention practices;
- Paperwork reduction procedures;
- Expungement practices.


This custom-made Records Management Program will:

- Save premium office and storage space;
- Improve filing operations;
- Reduce filing, and storage equipment expenditures;
- Comply with retention mandates.

The HANDBOOK is divided in four parts for easy reference:

- Subject Index (Part I)
- Records Operations (Part II)
- Records Retention Schedules (Part III)
- Exhibits/Forms (Part IV)

Used frequently for reference, the HANDBOOK will help you perform your records/information management responsibility more efficiently.


Cpl. Maria Parker
Supervisor
Records Section
Greenbelt Police Department

PART III

DISPOSITION

3.1 ADMINISTRATIVE RECORDS

Includes correspondence, audit reports, contracts, surveys, plans transmittals, and other administrative records

3.1.1 Audit Records

Includes internal/external audits, special reviews, surveys, and other management control records

- File A-Z by title/year date.

Retain permanently for periodic transfer to Md. State Archives.

3.1.2 Civil/Criminal Logs

Includes court initiated logs for documents associated with civil/criminal processes

- File by year date

Minimum retention: 30 days. Maximum retention 1 year.

3.1.3 Civil Subpoena Records

Includes state/federal subpoenas

- File by year date

Minimum retention: 30 days. Maximum retention: 1 year.

3.1.4 Contract Records

Includes contracts, compacts, and other cooperative agreement records

Destroy/delete 3 years after contract expiration or cancellation date.

3.1.5	<p>Correspondence Records</p> <p>Includes correspondence for internal/external communication</p> <ul style="list-style-type: none"> • Arrange by primary subject, and sub-divide within related file group in descending order as needed. • Staple together all letters relating to each subject with the most recent on top. • See paragraphs 208-211 for subject filing instructions • DO NOT MINGLE CORRESPONDENCE WITH DIRECTIVES (3.1.11) 	<p>Screen monthly or annually and retain permanently any correspondence that serves to document the origin, development and accomplishments of the agency. Transfer periodically to the Maryland State Archives.</p> <p>Destroy non-permanent correspondence after 3 years.</p>
3.1.6	<p>Court Decision Records</p> <p>Includes state/federal court decisions, and rulings</p> <ul style="list-style-type: none"> • File A-Z by case title and date. 	<p>Destroy/delete after 1 year</p>
3.1.7	<p>Court Order Records</p> <p>Includes state/federal court orders</p> <ul style="list-style-type: none"> • Conform to unit filing practices 	<p>Destroy/delete after 1 year</p>
3.1.8	<p>Criminal Arrest Logs</p> <p>Used for numbering systems</p>	<p>Destroy/delete after 1 year</p>
3.1.9	<p>Criminal Subpoena Records</p> <p>Includes state/federal subpoenas</p> <ul style="list-style-type: none"> • Conform to unit filing practices 	<p>Destroy/delete after 1 year</p>

3.1.10 Directive Records

Includes internal/external policy memoranda, general orders, rules, regulations, manuals, handbooks, procedures, and other instructional materials to direct present, and future police operations.

- Keep in 3-ring binder(s)
- Store in bookcase(s)
- File A-Z by type and number.
- Index by subject, and number
- Keep apart from other records,
- Distribute to affected units.
- Establish receipt procedures
- Follow updating procedures.
- Purge obsolete issuances.
- Adhere to disposition standards.
- Keep by type as needed.
- Keep in accessible places.

Proposed Directives:

Proposed directives that are approved should be retained until superseded, then become part of the rescinded directives file. Proposed directives that are not approved/activated should be destroyed after 1 year

Rescinded Directives:

Retain permanently

Convert to hardcopy for periodic transfer to Md. State Archives.

3.1.11 Early Identification Records

Includes reports, correspondence, and other related records for early identification management operation programs.

- Store in secure area
- Keep in locked file cabinets
- Restrict file access to Administrative Services Commander and Chief of Police.
- Notify Police Records Custodian for certified destruction.
- Destroy case files by shredding.
- Do not keep duplicate files in hardcopy and/or electronic format(s).
- Keep apart from other records (hardcopy/electronic).
- Do not allow access to third-parties for civil, criminal, or administrative actions

Destroy/delete after 3 years

3.1.12 Section deleted

3.1.13 Emergency Operations Records

Includes emergency management or plans for natural, and man-made disasters, events, and other Unusual occurrences.

- Case file A—Z by plan, and year date.
- Keep accessible to command personnel.
- Review and update as needed.

Destroy/delete after 3 years or when superseded or obsolete.

3.1.14 Forms Files

Contains agency forms for internal/external information uses.

- Conform to unit filing practice(s).

Destroy/delete after 3 years or when superseded or obsolete

3.1.15 Insurance Records

Includes external correspondence for stolen/recovered property records

- Attach to relevant incident report and re-file with reports

Adhere to incident report schedule: 3.7.20

3.1.16 Inspection Records

Includes inspections for agency facilities, vehicles, equipment, records, personnel, investigative procedures, crime reporting practices, incident reports, and staff inspections for quality, efficient, and effective operations.

- Conform to unit filing practice(s).

Destroy/delete after 3 years

3.1.17	<p>Legislative/Legal Records</p> <p>Includes local, state, federal laws, legal opinions, rulings, and other related records,</p> <ul style="list-style-type: none"> • Case file A—Z by subject, bill, and year date. 	<p>Destroy/delete when updated or obsolete</p>
3.1.18	<p>Minutes Records</p> <p>Includes minutes of meeting created by the Chief of Police and other commanders.</p> <ul style="list-style-type: none"> • Conform to unit filing practice(s). 	<p>Retain permanently. Transfer hardcopy and electronic versions of records periodically to Md. State Archives.</p>
3.1.19	<p>Organizational Charts</p> <p>Includes staffing, and organization charts</p> <ul style="list-style-type: none"> • Conform to unit filing practice(s). 	<p>Destroy/delete when superseded or obsolete</p>
3.1.20	<p>Organization Records</p> <p>Includes correspondence, and other records received by/from associations. Agencies, institutions, boards, committees, commissions, societies, clubs, unions, councils, symposia, and other organized bodies.</p> <ul style="list-style-type: none"> • Case file A-Z by college, university, agency, committee, (etc.) and year date 	<p>Screen annually and retain permanently any records that have continuing legal, fiscal, or historical value that serve to document the origin, development and accomplishments of the agency. Transfer periodically to Maryland State Archives.</p> <p>Other: Destroy/delete after 3 years</p>
3.1.21	<p>Permit Records</p> <p>Includes permit-related records</p> <ul style="list-style-type: none"> • Case file A-z by permits and year date 	<p>Destroy/delete 1 year after permit expiration, supercession, cancellation or litigation date.</p> <p>If record(s) automated, destroy hardcopy(ies) after 30 days.</p>

3.1.22 Planning Records

Includes correspondence, administrative, operational and management action plans

- File A-Z by plan and year date.
- Keep plans current, and updated
- Keep in 3-ring binder(s)
- Distribute to affected unit(s)
- KEEP IN ACCESSIBLE PLACE(S)

Adm. Plans:

Destroy/delete after 5 years

Other Plans:

Destroy/delete after 3 years or when superseded or obsolete.

3.1.23 Printout Records

Includes printouts/reports/summaries/other machine/computer processed records.

- Store bulky printouts in bookcase
- Keep in 3 ring binder(s) by month, fiscal, or year date
- Conform to unit filing practice(s)

Destroy/delete when superseded or obsolete

3.1.24 Project Records

Includes crime prevention, suppression, management, capital, communications, public relations, planning, protection and other police related project records

- Case file A-Z by project title and year date.

Screen annually and retain permanently any records that have continuing legal, fiscal or historical value that serve to document the origin, development and accomplishments of the agency. Transfer periodically to the Maryland State Archives.

Destroy/delete 3 years after completion date

CALEA Projects:

Destroy/delete after 5 years

Federal Projects:

Destroy/delete 3 years after grant closure date.

Project Records (continued)

State Projects:

Destroy/delete 3 years
after grant closure date.

3.1.25 Records Management Files

Includes disposal certificates, schedules, and
records transfers.

- File A-Z by report title and year date.

Destroy/delete after 3
years.

3.1.26 Reports/Statistics

Includes management, narrative, administrative,
statistical, informational reports ad summaries for
decision makers.

- File A-Z by report title and year date.

Annual Reports:

Retain permanently.
Periodically transfer
electronic and hardcopy
to Md. State Archives.

Crime Reports:

Destroy/delete after 30
days

Daily Reports:

Destroy/delete after 30
days

Monthly Reports:

Destroy/delete after 1
year

Quarterly Reports:

Destroy/delete after 1
year

UCR Reports

Destroy/delete after 3
years

Weekly Reports

Destroy/delete after 30
days

Reports/statistics (continued)

Other reports:

Minimum retention: 30 days, Maximum retention: 1 year.

3.1.27 Security Records

Includes security related records fro agency offices/buildings

- File by year date

Destroy/delete after 1 year

3.1.28 Sick Notification Logs

Includes work-related records for summoned sick Employees.

- Conform to unit filing practices

Destroy/delete after 3 years

3.1.29 Study/Survey records

Includes administrative studies, and surveys.

- File A-Z by title/year date

Destroy/delete after 3 years

3.1.30 Visitor Records

Includes visitor related records for controlled access to police facilities.

- File by year date

Destroy/delete after 1 year

3.1.31 Other Administrative Records

Includes other administrative records not listed in above file categories.

- Conform to unit filing practices.

Screen annually and retain permanently any records that have continuing legal, fiscal or historical value that serve to document the origin, development and accomplishments of the agency. Transfer periodically to the Maryland State Archives.
Delete/destroy after 3 years

3.2 COMMUNICATIONS

3.2.1 Accident Reports

Destroy/delete after 30 days

Includes duplicate motor vehicle accident reports used by field operation units.

3.2.2 Arrest reports (adults)

Destroy/delete after 30 days

Includes duplicate arrest related reports used by field operations units.

- Conform to unit filing practices
- Separate adults from juveniles
- See item 3.7.9

3.2.3 Arrest reports (juveniles)

Destroy/delete after 30 days

Includes duplicate arrest related reports used by field operations units.

- Conform to unit filing practices
- Separate adults from juveniles
- See item 3.7.25

3.2.4 Audio Recordings

Delete after 3 years.
Recycle old media for reuse. Retain requested recordings until court/investigation needs satisfied then purge.

Includes recorded radio and telephone Conversations.

- Keep in secure area
- Keep by day, month and year date
- Keep police shootings, killed officers, and other related special incidents
- Limit access to authorized personnel
- Protect against unauthorized alteration and/or erasure

3.2.5 Audio Video Tapes

Delete after 3 years.
Recycle old media for reuse. Retain requested recordings until court/investigation needs satisfied then purge.

Includes audio/video tapes for police related traffic stops, interviews, and interrogations

* not currently used

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| 3.2.6 | Communications Bulletins | Destroy when no longer needed |
| | Includes special/unusual incidents for police internal communications. | |
| | <ul style="list-style-type: none">• Conform to unit filing practices. | |
| 3.2.7 | Incident Reports | Destroy/delete after 30 days |
| | Includes duplicate incident reports used by field operation units. | |
| | <ul style="list-style-type: none">• Conform to unit filing practices• See item 3.7.20 | |
| 3.2.8 | Newsletter Records | Retain permanently for periodic transfer to Maryland State Archives |
| | Includes in-house publications/articles for internal and external information operations | |
| | <ul style="list-style-type: none">• Conform to unit filing practices. | |
| 3.2.9 | News/Press Releases | Retain permanently for periodic transfer to Maryland State Archives |
| | Includes media releases for major crimes and incidents handled by field operations | |
| | <ul style="list-style-type: none">• Conform to unit filing practices. | |
| 3.2.10 | Newspaper Clippings | Retain permanently for periodic transfer to Maryland State Archives |
| | Includes newspaper clippings for internal users | |
| | <ul style="list-style-type: none">• File by year date. | |
| 3.2.11 | Other Teletype Records | Destroy/delete after 1 year |
| | Includes received/replied/sent telex messages. | |
| | <ul style="list-style-type: none">• Keep by NCIC file #, day and year date• Separate adults from juveniles | |

- | | | |
|--------|---|--|
| 3.2.12 | Radio Records | Destroy/ delete when updated or superseded. |
| | Includes records for radio, and pager superseded Unit assignments. | |
| | <ul style="list-style-type: none">• Conform to unit filing practice (s). | |
| 3.2.13 | Roster/Directory Records | Destroy/delete when superseded or obsolete. |
| | Includes personnel rosters compliments, listings, And registers for departmental personnel uses. | |
| | <ul style="list-style-type: none">• Keep apart from other police records.• Keep in accessible place. | |
| 3.2.14 | Telecommunications records | Holding unit:
Destroy/delete after 3 years. |
| | Includes telecommunications messages for inter/ Intra state law enforcement operations. | |
| | <ul style="list-style-type: none">• Conform to unit filing practice (s). | Other Units:
Destroy/delete after 1 year. |
| 3.2.15 | Telephone Records | Destroy/delete after 30 days. |
| | Includes telephone messages/ records for internal/ External communications. | |
| | <ul style="list-style-type: none">• File by month, and year date. | |
| 3.2.16 | Teletype write-up records | Destroy/delete after 1 year. |
| | Includes handwritten messages for internal/ External recipients. | |
| | <ul style="list-style-type: none">• Conform to unit filing practice (s). | |
| 3.2.17 | Training Bulletins | Destroy/delete after 3 years. |
| | Includes in-house training bulletins issued by Community policing Institute. | |
| | <ul style="list-style-type: none">• File by month, and year date. | |

3.2.18 Validation Records

Includes NCIC validation/ printouts for quality controls / audits.

- Case file A-Z by validation type, and month/ year.
- See NCIC Manual (Section 3) for certification / quality control procedures.

Minimum retention:
1 year after certification date.

Destroy/delete 2 years after certification date

3.2.19 Youth Field Reports

Includes duplicate youth field reports used by field Operations units.

- Conform to unit filing practice (s).
- Separate adults from juveniles.

See Item 307-46

Destroy/delete after 30 days.

3.2.20 Other Communications Records

Includes other records not listed in above file Categories.

- Conform to unit filing practice (s).

Destroy/delete after 1 year.

3.3 RESERVED

DISPOSITION

3.4 FINGERPRINT RECORDS

Includes hardcopy fingerprints, and palm prints for Criminal and non-criminal identification.

3.4.1 Affiliated LEA Prints

Includes adult, juvenile, and latent prints collected From affiliated police departments.

- File by agency assigned number, and ID#.

(1) Adult Prints

Retain 1 master fingerprint until offenders become 99 years old, and then destroy. Return duplicate prints to source agency after analysis/ evaluation.

(2) Juvenile Prints

Retain prints until offenders become 25 years old, and then return to source agency after analysis/ evaluation.

(3) latent Prints

Return prints to source agency after analysis/ evaluation.

3.4.2 Criminal Prints

Includes fingerprints for adult, and juvenile Offender identifications.

(1) Adult Prints

- File by ID#.
- Keep apart from juvenile offenders.

Retain 1 master fingerprint until offender becomes 99 years old, and then destroy.

Destroy duplicate prints after 15 years

(2) Juvenile Prints

- File by ID#.
- Keep apart from adult offenders.

Retain prints until offenders become 25 years old, and then destroy.

3.4.3 Deceased Prints

Includes 10-prints for deceased adults, juveniles, And victims.

(1) Adult Prints

- Keep by ID#.
- Keep apart from juvenile offenders.
- Notify Police Records Center, FBI, and MD. CJIS-CR.

Destroy/delete prints after 15 years.

(2) Juvenile Prints

- Keep by ID#
- Keep apart from adult offenders.
- Notify Police Records Center.

Destroy/ delete after 15 years.

(3) Victims

- Keep apart from other prints.
- File by INC#, and year date.

Destroy/ delete after 15 years.

3.4.4 Latent Fingerprints

Includes latent prints collected from crime scenes
For suspect identifications.

(1) Latent Prints (Identified)

Destroy/delete latents
after 15 years.

- File by INC#, and year date.

(2) Latent Prints (Major Crimes)

Destroy/delete latents
after 25 years.

Includes latent prints collected from homicide,
Rape, robbery, and kidnapping cases without
Positive suspect identifications.

(3) Latent Prints (other LEA)

Destroy/delete latents
after 25 years

Includes adult latent prints collected from non-
Affiliated local, state, and federal law enforcement
Agencies.

- File A-Z by agency, and year date.

(4) Latent Prints (without value)

Return latents to source
agency after
analysis/evaluation

Includes latent prints collected from crime
Scenes without identification values.

- File by INC# and year date.

(5) Other Latent Prints

Destroy/ delete latents
after 25 years.

Includes other latent prints not listed with
Major crimes category.

- File by INC# and year date.

3.4.5 Non-Affiliated LEA Prints

Includes adult, and juvenile prints collected from Non-affiliated local, state and federal law Enforcement agencies.

(1) Adult Prints

- Keep by file # and agency #.
- Keep apart from juvenile prints.

Retain 1 MASTER fingerprint until offenders become 99 years old, and then destroy.
Return duplicate prints to source agency after analysis/evaluation.

(2) Juvenile Prints

- Keep by file # and agency #.
- Keep apart from adult prints.

Retain until offenders become 25 years old.
Return to source agency after analysis/evaluation.

3.4.6 Non-Criminal Prints

Includes fingerprints for employment, and Licensing.

(1) Civilian Employees

Includes fingerprints for agency employees Engaged in police support operations.

Adhere to background investigation retention schedule. (3.6.1)

- File in backgrounds.

(2) Inked Prints

Includes fingerprints for identified deceased Offenders/ victims.

Destroy prints after 15 years from print date.

- File by INC#

(3) Missing Children

Includes fingerprints for missing children.

Destroy prints after 10 years from date reported

- File by assigned number.

(4) Police Prints

Includes fingerprints for agency police personnel
Non-Criminal Prints (continued)

Adhere to background investigation schedule.
(3.6.1)

Engaged in law enforcement operations.

- File in backgrounds.

3.4.7 Other Print Records

Destroy prints 15 years
from print date.

Includes other fingerprint-related records not listed
In above file categories.

- Conform to unit filing practice (s).

3.5 FISCAL RECORDS

Includes records for agency budget preparation, Revenue collection, disbursement, payroll, Procurement and other fiscal related records.

3.5.1 Bad Check Records

Destroy/ delete after 1 year.

Includes records for non-collectible checks.

- File by fiscal year.

3.5.2 Bank Deposits (copies)

Destroy/ delete after 1 year.

Includes copies of bank deposit slips.

- File with parking receipts.

3.5.3 Red Light Camera drop box records

Destroy/delete after 3 years.

Includes other fiscal related records not listed on Above file categories

- Conform to unit filing practices

3.5.4 Other Fiscal records

The office of record for these other fiscal records is the City Finance Department.

Includes other fiscal related records not listed in Above file categories.

- Conform to unit filing practice (s).

The Police Department will retain reference copies of this records for 3 years

3.6 PERSONNEL RECORDS

Includes employee career development, selection, Recruitment, promotion, examination. Training, Grievance, health/safety, discipline, leave, Evaluation, and other personnel-related records.

3.6.1 Background Investigation records

Includes pre-employment/ background Investigations for civilian and police personnel.

- Keep in secure area.
- Keep apart from personnel file.
- Keep in locked file cabinets.
- Limit access to authorized personnel.
- Separate hired/non-hirees.
- File by background investigation number.
- Keep rejection letters.

Use disposition standards listed below:

Civilian applicants – not hired: destroy after 3 years

Civilian applicants – hired: destroy 3 years after separation

Sworn Applicants - not hired: destroy after 10 years

Sworn Applicants – hired: destroy 15 years after separation

3.6.2 Case Disposition Records

Includes conduct/ performance investigations with Case dispositions.

- Include in applicable Internal Investigations file (3.6.9).

Convert to hardcopy, and include in Item 3.6.9.

3.6.3 Disciplinary Records

Includes disciplinary records for conduct, and Performance related actions not covered by LEOBR.

- Case File A-Z by complainant, and year Date.

Destroy/delete 3 years after final disposition date.

3.6.4 Drug Test Records

Includes random drug testing records for employee
Illegal substance/alcohol abuses in workplace.

(1) Alcohol Tests

Destroy/delete 3 years
after employee
separation date.

(2) Positive Drug Tests

Destroy/delete 3 years
after employee
separation date.

(3) Random Drug Tests

Destroy/delete 3 years
after employee
separation date

3.6.5 Eligibility Records

Includes certification /lists for civilian positions/
Employees eligible for agency hiring/promotion.

Destroy/delete after 1
year.

- Conform to unit filing practice (s).

3.6.6 Personnel Action Notifications

Includes EAN's and employee history cards/ledgers
For employee personnel actions.

Transfer to City
Personnel 30 days after
employee separation for
75 years retention.

- Merge with applicable employee Personnel
File.

3.6.7 Field Training Records

Includes field training records for field operation
Officers.

After employee
separation, move to
Background
Investigation file and
follow Background
Investigation Retention
Schedule (3.6.1)

- Case File A-Z by officer name, an ID#.
- Keep in locked file cabinets.
- Limit access to authorized personnel.

3.6.8 Hazardous Substances Records

Destroy/delete after 40
Years.

Includes records/ lists for toxic/hazardous
chemicals used/stored in work sites/ places.

- Train, and inform employees for Hazardous chemicals in workplaces.
- Maintain MSDS for employee health Care.
- Keep MSDS'S in 3-ring binder(s).
- Share information with health care Professionals.
- Compile Chemical Information Lists.
- Add new Chemical Lists within 30 days.
- Submit Chemical Information Lists to MD Department of the Environment Within 15 days.
- Limit access to emergency service personnel.
- Revise Chemical Information Lists every 2 years.
- Observe warning labels.
- Permit employee access to hazardous substances records.
- KEEP IN ACCESSIBLE PLACE (S).

3.6.9 Internal Investigation Records

LEOBR Cases:

Includes internal investigations for agency employee misfeasance, malfeasance, non-feasance, complaints, criminal misconduct, excessive force, and disciplinary infractions contained in hardcopy/ non-hardcopy formats.

Retain as permanent.
Transfer periodically to
Maryland State Archives

- Store in secure area.
- Keep in file cabinets with locks.
- Keep files by categories.
- Restrict file access to authorized personnel.
- Keep apart from personnel records or centralized records.
- Arrange accidents by civilian, and sworn cases.
- Keep polygraph records apart from personnel records or centralized records system.
- Require written requests from officers/civilians for expungements.
- Do not include adverse materials in officers' file.
- Apply LEOBR to police demotions, dismissals, transfers, pay losses, leave losses, fines, reassignments, ethics violations, punitive measures, and disciplinary employee actions.
- Case file by assigned numbers.
- Label tapes/ cassettes by applicable number, and year date.

- | | | |
|--------|--|---|
| 3.6.10 | <p>Lesson Plan records (MPTC)</p> <p>Includes lesson plans for police officers certified by MPTC.</p> <ul style="list-style-type: none"> • Keep by subject category, and year date. | <p>Destroy/delete after 40 years.</p> |
| 3.6.11 | <p>Outside Employment Records</p> <p>Includes call- in information records for police officers engaged in secondary/ private employment.</p> <ul style="list-style-type: none"> • Keep by month, year and date. | <p>Source Unit:
Destroy/ delete after 3 years.</p> <p>Other units: destroy/ delete duplicates after 1 year.</p> |
| 3.6.12 | <p>Performance Appraisal Records</p> <p>Includes past performance appraisal records for civilian, and police personnel.</p> <ul style="list-style-type: none"> • Include copy in applicable agency Personnel File. • City Personnel Office retains files for 75 years. | <p>Upon employee separation, move to background investigation file and follow background investigation retention schedule (3.6.1)</p> |
| 3.6.13 | <p>Performance Evaluation Records</p> <p>Includes performance evaluations for probationary officers, and other police personnel.
Include in the applicable Personnel File (306.15)</p> | <p>Convert to hardcopy, and transfer to City Personnel Office 30 days after employee separation date.</p> |

3.6.14 Personnel Files

Includes benefit forms, disciplinary actions, performance ratings, employee position audits, employee action forms, injury reports, job related commendation letters, training certifications, employee action notices, counseling forms, workmen's compensation forms, OSHA/MOSH records, service awards, and other job-related records. (3/764).

- Keep in secure area.
- Remove derogatory records by employee request.
- Keep in locked file cabinets.
- Limit access to authorized.
- Purge periodically for obsolete/duplicate materials.
- Transfer to receiving agency/unit by CONFIDENTIAL means.
- Case file A-Z by employee name, and identification number.

Merge with background 30 days after separation.

Destroy/delete/ remove derogatory records 3 years old or older from police file.

Destroy/delete/remove motor vehicle accident derogatory records 2 years old from police files.

3.6.15 Polygraph Records

Includes polygraph examinations, results, questionnaires, and other employment.

- Keep apart from employee personnel files.
- Keep in locked file cabinets.
- Limit access to authorized personnel.
- Separate passed or failed applicants/ candidates.

Follow background investigation schedule
See 3.6.1

File with applicant investigation file.

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| 3.6.16 | Personnel Order Records

Includes transfer announcements. <ul style="list-style-type: none">• Conform to unit filing practice(s). | Destroy/delete after 5 years. |
| 3.6.17 | Position Description Records

Includes positions, and job descriptions specifications for employee performance management. <ul style="list-style-type: none">• Conform to unit filing practice(s). | Destroy/delete when superseded, obsolete or abolished. |
| 3.6.18 | Position Identification Records

Includes master job descriptions and specifications control records. <ul style="list-style-type: none">• File A-Z by position title. | Destroy/delete when superseded, abolished or updated. |
| 3.6.19 | Promotions Records

Includes sworn-related promotion records. <ul style="list-style-type: none">• Conform to unit filing practice(s). | Destroy/delete after 5 years. |
| 3.6.20 | Student Personnel Records

Includes training records for recruit police candidates. <ul style="list-style-type: none">• Case file A-Z by recruit name, and year date. | Maintain in training file until employee separation then move to background investigation file. (3.6.1) |

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| 3.6.21 | Training Records (MPTC)

Includes in/out-service training records for civilian police personnel development, and certification by MPTC.

<ul style="list-style-type: none">• Separate civilian from police training files.• Record course/training in the applicable personnel file folder.• File A-Z by course title, student, session # and year date. | Maintain in training file until employee separation then move to background investigation file. (3.6.1) |
| 3.6.22 | Training Records (OSHA)

Includes employee training records for communicable diseases required by OSHA.

<ul style="list-style-type: none">• File A-Z by trainee, and year date.• Keep apart from other police records. | Maintain in training file until employee separation then move to background investigation file. (3.6.1) |
| 3.6.23 | Work Schedule Records

Includes employee work/court/assignment/schedule records.

<ul style="list-style-type: none">• Confirm to unit filing practice(s). | Destroy/delete after 1 year. |
| 3.6.24 | Other Personnel Records

Includes other personnel records not listed in above categories.

<ul style="list-style-type: none">• Conform to unit filing practice(s). | Minimum retention: 30 days. Destroy/delete after 1 year. |

3.7 POLICE RECORDS

Includes liquor citation, criminal investigation, expungement, firearm , incident, intelligence, narcotics, security, traffic, and other police- related records for law enforcement options.

3.7.1 Accident Photographs (non fatal) Destroy after 3 years.

Includes motor/non-motor vehicle related photographs.

Accident Photographs

- Holding units: merge with applicable case files, or keep in special envelopes by INC#.
- Merge with applicable case files.

3.7.2 Accident Photographs (fatal) Merge with incident report and adhere to Incident Report retention schedule (3.7.20)

Includes motor/non-motor vehicle related photographs.

Accident Photographs

- Holding units: merge with applicable case files, or keep in special envelopes by INC#.
- Merge with applicable case files.

3.7.3 Accident Scene Negatives Destroy/delete after 5 years

Includes motor/ non-motor vehicle accident scene-related negatives.

- Keep in special envelopes by INC#.

3.7.4 Documentation Records Retain indefinitely and transfer periodically to Maryland State Archives

Includes data systems specifications, file specifications, user guides, data files, output programs, and other software related documents for master files and/or databases stored in Servers/personal computers.

Documentation Records (continued)

- Keep backup files/disks for security against damage, and accidental erasure.
- Keep disk/tape drives clean, and give them periodic preventive maintenance.
- Keep foods, rinks and cigarettes away from storage media equipment.
- Store disks/tapes in vertical position in storage containers.
- Store floppy disks under normal office conditions. Avoid extreme temperature/humidity fluctuations
- Do not store disks/tapes near heater, other heat sources or dusty conditions.
- Keep disks/tapes away from strong electrical/magnetic fields, electric motors, or powerful transformers.
- Do not touch the recording surfaces of floppy disks, do not fold/ bend them, and do not write in paper jackets.
- Do not allow unauthorized persons to access computer disks/ tapes/ files/ documents.
- Keep computer equipment in secure area for theft/damage prevention.
- Restrict personal computers to agency-related businesses. Personal, and other non-agency uses not authorized.
- Rewind stored tapes for magnetic decay, and leakage.

3.7.5 Blood Specimen Records

Holding unit: Destroy after 3 years.

Includes blood analysis records for drunk drivers.

- File by year date.

3.7.6 Canine Records

Destroy/delete after 10 years after removal of K-9 from service.

Includes canine-related records for police dog injuries, and illnesses.

- Case file A-Z by canine and/or handler.
- Keep apart from other files (hardcopy/electronic).
- Do not allow access to third-parties for civil, criminal or administrative actions.

- 3.7.7 Canine Training Records Destroy/delete after 5 years after removal of K-9 from service.
- Includes canine training related records.
- Case file A-Z by canine and/or handler.
 - Keep apart from other files (hardcopy/electronic).
 - Do not allow access to third parties for civil, criminal or administrative actions.
- 3.7.8 Communications Interceptions Destroy/delete after 10 years with court orders.
- Includes judge-authorized interception applications, orders, recordings, and other wire Cable, and electronic communications for local, state and federal law enforcement operations.
- Store in secure area.
 - Keep in file cabinets with locks.
 - Restrict file access to authorized personnel.
 - Keep apart from other records.
 - Label cases by year date.
 - Use interception applications for authorized offenses.
 - Use interception orders for authorized offenses.
 - Label cases by judge.
 - Separate state, and federal cases.
 - Accessible by court orders.
 - Follow statutory sealing standards.
 - Protect recordings from editing or alterations.
 - Destroy case files by burning.
 - Supervise record destruction by unit commander or designee.
- 3.7.9 Crime/Incident Scene Negatives Holding Unit: Destroy/delete after 25 years.
- Includes crime scene negatives.
- Conform to unit filing practice (s).
- 3.7.10 Crime Scene Processing Reports (unsolved property crimes) Destroy after 3 years
- Includes evidence records for crime scene cases.

	<ul style="list-style-type: none"> Conform to unit filing practice (s). 	
3.7.11	<p>Crime Scene Processing Reports (all other crimes)</p> <p>Includes evidence records for crime scene cases.</p> <ul style="list-style-type: none"> Conform to unit filing practice (s). 	<p>Holding Unit: Destroy/delete after 25 years.</p>
3.7.12	<p>Criminal History Records</p> <p>Includes arrest reports, citations, and supplements for adult offenders.</p> <ul style="list-style-type: none"> Case file by ID#. Keep apart from juvenile records. 	<p>Holding unit: Retain until offender becomes 99 years old then destroy Destroy/delete deceased file after 1 year.</p> <p>Other units: Destroy/delete duplicates after 30 days.</p>
3.7.13	<p>Criminal Investigation Records</p> <p>Includes duplicate incident/special reports, court summons, investigator notes, statement of charges, continuation reports, arrest reports, latent print examinations/ results, fingerprints, property records, interview notes, habeas corpus writs, injury diagrams, warrants, crime scene reports, sketches, investigation summaries, evidence reports, investigation reports, medical records, investigator activity summaries, lab requests/ results, investigative checklists/ major case checklists, line-up records, photographs, supplemental investigation reports, final investigation reports, witness/victim statements, advise of rights/waiver forms, suspect/defendant statements/ forensic reports, confessions, correspondence , and other case related records.</p> <ul style="list-style-type: none"> Source units: Send original investigative reports to Police Records Center for merger with Incident records (3.7.20). Keep in secure place. Keep cases in file folders. Restrict access to authorized personnel. . <p>Criminal Investigation Records (continued)</p>	<p>1. Attempted Offense cases: Destroy/ delete 5 years after adjudication date.</p> <p>2. Breaking/ entering cases: Destroy/delete 15 years after adjudication date.</p> <p>3. Burglary cases: Destroy/delete 15 years after adjudication date.</p> <p>4. Closed felony cases: Destroy/delete 15 years after adjudication date.</p> <p>5. Closed financial crime cases: Destroy/delete 5 years after adjudication date.</p> <p>6. Closed homicide cases: Destroy/delete 15 years after adjudication date.</p> <p>7. Death cases:</p>

- Keep vice/ organized crime investigations apart from central records systems.
 - Label file folder with F, and M cases.
 - Use case management designations: open, suspended, closed, unfounded, etc.
 - Use case status control system: investigator assigned, date assigned, etc.
 - Case File A-Z by victim, INC#, sector, and beat as needed.
 - Case file weapons, obscene, and hate cases A-Z by accused and INC#.
 - Case File A-Z by type of case: Homicide, Robbery, etc.
 - Separate case files by CLOSED or OPEN for off-site storage and/or destruction.
- Destroy/delete 15 years after adjudication date.
8. Departmental shooting cases:
Destroy/delete after 75 years.
9. Drug cases:
Destroy/delete 15 years after adjudication date.
10. Hit/run cases:
Destroy/ delete after 5 years.
11. Juvenile offense cases:
Destroy/delete 5 years after adjudication date.
12. Killed officer cases:
Destroy/delete after 75 years.
13. Misdemeanor cases:
Destroy/delete 3 years after adjudication date.
14. Missing person cases:
Destroy/delete 3 years after person located.
15. Motor vehicle theft cases:
Destroy/delete 5 years after adjudication date.
16. Open death cases:
Destroy/delete after 75 years.
17. Open financial crime scene cases:
Destroy/delete after 10 years.

Criminal Investigation Records (continued)

18. Open felony cases:

Destroy/delete after 25 years.

19. Open homicide cases: Destroy/delete after 75 years.

20. Open sex offense cases: Destroy/delete after 75 years.

21. Rape Offense cases: Destroy/delete 15 years after adjudication date.

22. Robbery cases: Destroy/delete 15 years after adjudication date.

23. Runaway cases: Destroy/delete after 5 years.

24. Sexual assault cases: Destroy/delete 15 years after adjudication date.

25. Sexual offense cases: Destroy/delete 15 years after adjudication date.

26. Suicide cases: Destroy/delete after 75 years.

27. Traffic fatality cases: destroy/delete after 5 years.

28. Unassigned misdemeanor cases: destroy after 5 years.

29. If above case files automated, destroy hardcopies after 1 year.

3.7.14	Curfew Records	Destroy/delete after 5 years
	Includes curfew, and loitering-related records.	
	<ul style="list-style-type: none"> • Confirm to unit filing practice(s). 	
3.7.15	Drug Analysis Records	Misdemeanor cases: Destroy/delete after 5 years.
	Includes chain of custody and drug analysis.	
	<ul style="list-style-type: none"> • Keep in inaccessible place. • Limit access to authorized personnel. • File by INC#. 	Felony cases: Destroy after 15 years.
		If records automated destroy hardcopies after 1 year.
3.7.16	Electronic Mail System	Delete records after message display.
	<ul style="list-style-type: none"> • Label storage media. • Log off, and change password every 90 days. • Keep records in accessible format (s) 	
3.7.17	Expungement Records	Destroy/delete after 3 years.
	Includes adult and juvenile offender records expunged by court orders.	
	<ul style="list-style-type: none"> • Keep in inaccessible place. • Store in locked file cabinets. • File A-Z and year date. 	
3.7.18	Firearms Discharge Records	Merge with Internal affairs Investigations (3.6.9) and follow retention schedule
	Includes Firearms related discharge records	
	<ul style="list-style-type: none"> • Do not allow access to third parties for civil, criminal, or administrative actions • Conform to unit filing practices 	

3.7.19	Firearms Records	Follow retention schedule for incident reports (3.7.20)
	Includes stop/frisk reports for weapons violations.	
	<ul style="list-style-type: none"> • File with incident reports. 	
3.7.20	Incident Records	Holding unit: Retain as permanent. Transfer periodically to Maryland State Archivist
	Includes original crimes against persons, vehicles, weapons, property, society, and other police incident-related reports.	Other units; Destroy/delete duplicates after 30 days. If records automated, destroy hardcopies after 1 year.
	<ul style="list-style-type: none"> • File by INC# and year date. 	
3.7.21	Informant Records	Destroy/delete when no longer needed. Destroy/delete records by burning or shredding.
	Includes adult and juvenile informant-related records for criminal investigations.	
	<ul style="list-style-type: none"> • Keep files in secure area. • Code informants with assigned numbers. • Keep files in locked file cabinets. • Case file by assigned numbers. • Keep juveniles apart from adult informants, and other police records. • Supervise destruction by Unit Commander. • Limit access to authorized personnel. 	

3.7.22 Intelligence Records

Includes records relating to organized criminal activities, subversive activities, vice/drug activities, terrorism, and civil disorders.

Destroy/delete
"inactive" files after 5
years.

Destroy/delete records
by burning or shredding.

- Store files in secure area.
- Keep in locked file cabinets.
- Identify "active", and "inactive," files.
- Case file by assigned numbers.
- Share information with local, state and federal intelligence agencies on need-to-know basis.
- Limit access to authorized persons.
- Protect computerized records against unauthorized access, modification, removal or destruction.
- Keep apart from centralized records system.
- Purge outdate/unreliable information to prevent recollection/distribution.
- Supervise destruction by Unit Commander.

3.7.23 Juvenile Citations

See item 3.7.25

Includes offenses committed by juveniles.

- Merge with juvenile arrest records.

3.7.24 Juvenile Civil Citations

See item 3.7.25

Includes alcoholic beverages offenses committed by juvenile offenders.

- Merge with juvenile arrest records.

3.7.25 Juvenile Arrest Records

Includes crimes against persons, property, and society committed by juvenile offenders.

- Keep Juvenile records apart from adult records.
- Limit access to need-to-know basis.
- Case file by ID#.
- Conform to unit filing practice(s).
- Limit access to LEA's for criminal investigation/ prosecution/ adjudication

Holding unit:

Destroy/delete when offenders become 25 years old or destroy 10 years from arrest date, whichever is later.

Destroy deceased

records after 1 year.

Other units:

Destroy/delete duplicates after 30 days.

3.7.26 Laboratory Examination requests

Includes crime scene lab examination requests.

- Conform to unit filing practice(s).

Holding unit:

Destroy/delete after 25 years.

3.7.27 Latent Fingerprint Examinations

Includes evidence records for latent examinations.

- File by INC# and year date.

Holding unit:

Destroy/ delete after 25 years.

3.7.28 Photo/Negative Records

Includes color/black/white photographs/ negatives for suspects, accused, special events and other occasions.

- Limit access to authorized personnel.
- Keep JUVENILE photos/ negative apart from adult negatives/ photos.
- Keep line-up photos by race, sex, age, hair, and other special features as needed.

(1) Accident Negatives

Destroy/delete after 5 years.

Photo/Negative Records (continued)

(2) Adult Negatives

Includes adult positives/ negatives/photo information sheets (color/ black/white).

- Keep in special envelopes by ID#.

(3) Crime Scene Negatives

- Keep in special envelopes by INC#.

(4) Incident Scene Negatives

- Keep in special envelopes by INC#.

(5) Juvenile Negatives

Includes juvenile positives/negatives/ photo information sheets (color/ black/ white).

- Keep in special envelope by ID#.

(6) Photo Information sheets

Includes in applicable adult and/ or juvenile Negative envelopes.

Holding Unit:
Destroy/delete 10 years
after arrest date.

Holding Unit:
Destroy/delete after 25
years.

Holding Unit:
Destroy/delete after 25
years.

Holding unit:
Destroy/delete when
offenders become 25
years old.

Adult cases: Destroy/
delete 10 years after
arrest date.

Juvenile cases:
Destroy/delete when
offenders become 25
years old.

3.7.29 Photographic Prints

Includes photo print/ evidence records.

- Confirm to unit filing practice(s).

Destroy/ delete after 5
years.

3.7.30 Police Arrest System

Includes computerized information system for Arrested adult, and juvenile offenders.

Retain until offender
becomes 99 years old.
Delete deceased records
after 1 year. Delete
records when juvenile
offenders become 25
years old. Delete
loitering/ curfew
records when juvenile
offenders become 25
years old.

3.7.31 Police Dissemination Records

File in arrest packet and

	Includes adult, juvenile, photo and print information dissemination records for criminal justice.	follow arrest retention schedule (, .
	<ul style="list-style-type: none"> • Keep by dissemination type. • File by year date. 	
3.7.32	<p>Police Incident System</p> <p>Includes computerized dispatch, incident, accident, Alcohol, property, adult, juvenile and other incident-related records stored in main frame disks, and tapes.</p> <ul style="list-style-type: none"> • For system access, see Police User's Manual. 	For stolen vehicles/ parts (not recovered) delete 5 years after entry.
3.7.33	<p>Ride-Along Records</p> <p>Includes original applications, waivers and authorizations for passengers in police vehicle.</p> <ul style="list-style-type: none"> • File A-Z by name/ year date. 	Holding unit: Destroy/ delete after 3 years.
3.7.34	<p>Personal Computer System</p> <p>Includes on-line information processed by stand-Alone/ dedicated personal computers paid for by City or personal funds.</p>	Purge file when no longer needed. Re-use disks or tapes.
3.7.35	<p>Security Survey Records</p> <p>Includes original commercial/residential security surveys for crime reduction operations.</p> <ul style="list-style-type: none"> • Confirm to unit filing practice(s). 	Holding unit: Destroy/delete duplicates after 3 years.
3.7.36	<p>Property Recovery System</p> <p>Includes computerized precious metals, and pawn Property bought/ sold by dealers.</p> <ul style="list-style-type: none"> • For system access, see Property Recovery Manual. 	Purge/ delete after 3 years.
3.7.37	Summons Records	Destroy/delete after 6 months after court date.

Includes court issued summons for traffic and criminal cases.

- Conform to unit filing practice (s).

3.7.38 Traffic Stop Records

Includes driver/ vehicle/ race information for traffic stop records.

- Conform to unit filing practice.

Destroy/delete duplicates after 1 year.

If records automated, destroy hardcopies 60 days after report is submitted to State

3.7.39 Traffic Violation Records

Includes vehicle accidents, citations, warnings, license suspensions, and other traffic-related records.

- Return partially used ticket books to MVA for destruction.
- Citation books/ tickets cannot be reassigned, lent, borrowed, or shared.
- Store citations in secure area.

(1) Accident reports/ MAARS

- File by INC# and year date.
- File with incident reports.

Holding Unit: retain with incident reports (3.7. ~~20~~)
Other units:
Destroy/delete duplicates after 30 days.

(2) D/L Suspension Orders

Includes driver license suspension/certification orders for DWI violations/ other related records (DR-15A).

- Case File A-Z by driver/year date.

Destroy/delete after 3 years.

Other units:
Destroy/delete duplicates after 1 year.

(3) Citation Copy #2 (yellow)

- Conform to unit filing practice(s).

Destroy/delete after 3 years.

Traffic Violation Records(continued)

(4) Citation Copy #3 (pink)

	<ul style="list-style-type: none"> Conform to unit filing practice(s). 	Destroy/delete after 1 year.
	(5) Citation Tally Records	
	Includes citation books/receipts issued to Police personnel.	Destroy/delete after 3 years.
	<ul style="list-style-type: none"> File with applicable citations in numerical order, and year date. 	
	(6) Driver Re-examination Records	
	<ul style="list-style-type: none"> File A-Z by name and year date. 	Destroy/delete after 3 years.
	(7) Red Light Violation Records	
	Includes red light violation records.	Destroy/delete after 3 years.
	<ul style="list-style-type: none"> Conform to unit filing procedures. 	Destroy/delete after 3 years.
	Traffic Violation Records (continued)	
	(8) Traffic Citation Transmittals	Destroy/delete after 3 years.
	<ul style="list-style-type: none"> Keep in 3-ring binder (s) by year date. 	
	(9) Warning Notices	Destroy/delete after 1 year.
	<ul style="list-style-type: none"> Conform to unit filing practice (s). 	
3.7.40	Vehicle Impound Notices	Holding unit:
	Includes records for abandoned/ impounded Motor vehicles.	Destroy/delete after 3 years.
	<ul style="list-style-type: none"> Confirm to unit filing practice(s). 	
3.7.41	Vehicle Inspection Records	Destroy/delete after 1 year.
	Includes safety inspection records for trucks, and taxicabs.	
	<ul style="list-style-type: none"> Conform to unit filing practice(s). 	
3.7.42	Video Tapes	Destroy/delete after 5 years.
	Includes motor vehicle fatality cases processed by camrecording equipment.	

- Store in secure area.
- Keep by INC# order.
- Delete after 5 years.
- Recycle tape for reuse.

3.7.43 Weapons Teletype Records

See Item 3.7.2.

Includes stolen/recovered weapons teletypes.

Other units:
Destroy/ delete
duplicates after 1 year.

- Conform to unit filing practice(s).
- Merge with Item 3.7.1

3.7.44 Youth Field Records

Holding unit:
Destroy/delete 5 years
from creation date.

Includes anti-loitering, traffic and other offenses
committed by juvenile offenders.

Other units:
Destroy/delete
duplicates after 1 year.

- Keep apart from other police
records.
- Conform to unit filing practice(s).

3.7.45 Other Police Records

Destroy/delete after 1
year.

Includes other police-related records not listed in
above file categories.

- Conform to unit filing practice(s).

3.7.46 Other Electronic Records

Purge/ delete files when
no longer needed. Re-
use disks or tapes.

Includes digitized records/ other electronic images
Stored in optical devices/ non-paper based systems
Not listed in above file categories.

(Examples include: digital images stored on camera
memory disks prior to transfer to permanent
storage; recordings of radio and phone lines which
do not become part of the permanent case file.

3.7.47 Agency Specific Records

(1) Field Observations Reports

Destroy/delete after 2
years

(2) Paid/Voided Parking Citations	Destroy/delete after 5 years
(3) Daily Logs	Destroy/delete after 3 years
(4) Roll Call Books	Destroy/delete after 1 year
(5) Automated Enforcement Program Court Packets	Destroy/delete 6 months after court disposition
(6) Bank lock box records	Destroy/delete after 5 years
(7) Automated Enforcement correspondence	Destroy/delete after 3 years
(8) CALEA Files	Destroy/delete 3 years after assessment

3.8 PROPERTY RECORDS

Includes property inventory, fuel, delivery, equipment, weapons, maintenance, metals, disposals, narcotics, vehicles, and other personal property in police custody .

3.8.1 Badge Records

Destroy/delete after 1 year after employee separation date.

Includes badge records for promotions, retirements, resignations and purchases.

- Conform to unit filing practice(s).

3.8.2 Ballistic Vest Records

Destroy/delete after vests replaced or officer's separation

Includes bulletproof records/other materials for vests.

- Conform to unit filing practice(s).

3.8.3 Bicycle registration Records

Holding unit:
Destroy/delete after 3 years.

Includes records for bicycle registrations.

- Conform to unit filing practice(s).

3.8.4 Equipment Custody Records

Destroy/delete after 1 year.

Includes state-funded equipment purchase receipts.

- Conform to unit filing practice(s)

3.8.5	<p>Firearms Tracing Records</p> <p>Includes lost/stolen firearms traced with ATF registration for ownership information.</p> <ul style="list-style-type: none"> • Conform to unit filing practice(s). 	<p>Destroy/delete after 1 year.</p>
3.8.6	<p>Lost/ Missing Property Reports</p> <p>Includes missing/ lost property records.</p> <ul style="list-style-type: none"> • File by year date. 	<p>Destroy/delete after 1 year.</p>
3.8.7	<p>Maintenance Records</p> <p>Includes weapons, office, vehicle, property, ground, space, and facility maintenance/repair records.</p> <ul style="list-style-type: none"> • Case file by year date. 	<p>Destroy/delete after 1 year.</p> <p>Or in case of replaceable inventory, when obsolete</p>
3.8.8	<p>Physical Inventory Records</p> <p>Includes acquisition records for inventoried personal property.</p> <ul style="list-style-type: none"> • Keep 3-ring binder (s). • Keep by type of property. • Recommend PC media storage. 	<p>Destroy/delete 1 year after suppression date.</p>
	<p>1. Court Property Records</p> <p>Includes property used for prosecution.</p> <ul style="list-style-type: none"> • Conform to unit filing practice(s). 	<p>Destroy/delete after approval by State's Attorney Office.</p>
	<p>2. Equipment Records</p> <p>Includes personal equipment/ apparel used/worn by Officer/ other agency personnel.</p> <ul style="list-style-type: none"> • Conform to unit filing practice(s). 	<p>Destroy/delete upon inventory after employee separation.</p>
	<p>3. Fixed Assets Records</p> <ul style="list-style-type: none"> • Conform to unit filing practice(s) <p>Physical Inventory Records (continued)</p>	<p>Delete upon replacement of asset</p>

Physical Inventory Records (continued)

4. Narcotics Records

Destroy/delete 1 year
after narcotics disposal
date.

Includes confiscated narcotics records.

- Case file by year date.

5. Vehicle Records

Destroy/delete after 3
years.

- Includes abandoned/impounded
vehicles.

- File by lot number/ year date.

6. Weapons Records

Destroy/ delete when
superseded or updated.

Includes handguns, shotguns, rifles and pistols,
Ammunitions, night sticks, gas masks and other
Related weapons.

- File by serial number, and type of weapon
as needed.

3.8.9 Property Recovery Records

Destroy/delete after 1
year

Includes auction records for property sold at
auction

- Conform to unit filing practices.

3.8.10 Prisoner Property Records

Destroy/delete after 1
year

Includes prisoner property for adult/juvenile
offenders.

- Conform to unit filing practices.

3.8.11 Property Claim Records

Destroy/delete after 1
year

Includes claim letters for released to owners.

- Conform to unit filing practices.

3.8.12 Property Disposal Records

Includes records for personal property/disposal operations records.

(1) Abandoned Vehicle Disposals

Destroy/delete after 3 years

Includes impound forms and MVA Form CS-78

- File by INC#

(2) Handgun Disposals

Destroy/delete 3 years after adjudication date

Includes forfeited handguns sold, traded, and converted for agency use records

- Notify MSP within 30 days from disposal date.
- File by year date.

(3) Lost Property Disposals

Retain for 3 years, and then destroy.

Includes lost/abandoned property disposal records

- File by year date

(4) Narcotics disposals

Destroy/delete 3 years after adjudication date

Includes confiscated drugs/paraphernalia destruction records.

- File by year date.

(5) Police Records Disposals

Holding Unit:
Destroy/delete after 3 years

Includes inventoried property disposals.

- File by year date

Other Units:
Destroy/delete
duplicates after 1 year

(6) Property Disposals

Destroy/delete after 3 years

Includes inventoried property disposals

- File by year date.

Property Disposal Records (continuation)

(7) Surplus Property

Includes stolen property sold in public auctions.

Destroy/delete after 1 year

- Conform to unit filing practices.

(8) Vehicle Disposals

Includes vehicle disposal records

Retain for 1 year and until audited by City Auditor then destroy

- Case file by vehicle number and year date

(9) Weapons disposals

Includes non-serviceable/dismantled weapons/firearms melt-down/cut up records

Destroy/delete 3 years after adjudication date

- File by year date

3.8.13 Property Notification Records

Destroy/delete after 3 years

Merge with applicable property records with same INC#

3.8.14 Property Pick-Up Records

Destroy/delete after 3 years

Includes pick-up confiscated property held in courts for case trials

- File by year date

- | | | |
|--------|---|--|
| 3.8.15 | Property Records

Includes found/stolen/held/confiscated property records stored in Police Property Section. <ul style="list-style-type: none">• Shelf, tag and store in secure area.• Arrange property by type.• Code property for storage location.• Place jewelry, narcotics, currency and other sensitive records in lock-seal envelopes and keep in safe vault.• Do not use rubber bands, paperclips or tape to secure property.• Use twine, string or wire to secure property | Destroy/delete after 5 years |
| 3.8.16 | Property Receipt Records

Includes evidentiary, and confiscated property transfers for court trials. <ul style="list-style-type: none">• Attach/staple to applicable inventory records with same INC# | Destroy/delete 3 years after adjudication date |
| 3.8.17 | Property Release Records

Includes property release records for stolen, found and held personal property. <ul style="list-style-type: none">• Merge with applicable property records | Destroy/delete after property disposal date. |
| 3.8.18 | Traffic Equipment Records

Includes traffic enforcement/measurement equipment/devices, maintenance, inspection and calibration records <ul style="list-style-type: none">• Conform to unit filing practices | Destroy/delete after 3 years. |

3.8.19 Vehicle Impound Records

Includes impound sheets for disposed, claimed and inventoried motor vehicles held in private/police storage areas.

(1) Certified Mail Letter

Destroy/delete after 3 years

Includes non deliverable certified mail for Vehicle disposals

(2) Certified Letter Receipt Cards

Destroy/delete after 3 years

- Conform to unit filing practices

(3) Impound Notifications

Includes notices for impounded vehicles stored in police and private storage areas.

Destroy/delete after 3 years

- Conform to unit filing practices.

(4) Monthly Vehicle Inventory Records

Destroy/delete after 3 years

Includes monthly inventory records for impounded vehicles stored in private storage areas.

- Case file A-Z by towing company and year date

(5) Recovered Stolen Vehicle Records

Destroy/delete after 3 years

Includes MILES/NLETS messages and certified mail receipts for recovered stolen vehicles claimed/released by/to owners/lien holders.

(6) Vehicle Disposal Records

Destroy/delete after 3 years

Includes disposal certificates, impound notices, MILES/NLETS messages, certified mailings, receipts and other related disposal records.

- Case file by INC#

(7) vehicle Release Records

Destroy/delete after 3 years

- Conform to unit filing practices

3.8.20 Other Property Records

Destroy/delete after 3
years

Includes other property related records not listed in
above file categories.

- Conform to unit filing practices.

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Part 1 : Subject Index

The SUBJECT INDEX is designed to help filing, and operating personnel engaged in records/information management operations. This INDEX applied to police-related records (Hardcopy/electronic formats) created, maintained, and stored in manual and/or computer systems.

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Part 2 : Records Operations

Benefits

The Department wide records management program offers the following benefits:

- Compliance with law enforcement accreditation standards
- Uniform filing practices
- Office space/storage saving
- Records protection from accidental disposals
- Paperwork reduction procedures
- Filing equipment cost savings
- Personnel training/instruction.
- Generic records series/categories.
- Computer file purges.

Policies

- Records created/received by the agency are the property of the City Government
- Employees are encouraged to make suggestions for operational improvements
- Directives should not be intermingled with administrative correspondence
- Directives manuals should be kept updated and accessible
- File plans should be updated as needed.

Responsibilities

The Police Records Unit is responsible for the Program. Examples:

- Inventory, appraise and analyze agency wide records
- Develop and implement records retention schedules
- Negotiate records disposition with City and State agencies
- Update the Records management Handbook
- Serve as liaison with City, County, State and Federal agencies
- Certify records disposals.

Definitions

- Archival Records – Permanent records appraised for preservation and permanent retention in local or State archives.
- Case Files(s) – a file which contains all papers relating to a specific subject, person, place, location, event, agency, etc., from start to close.

- Cutoff – a designated time beyond which material is not added to a file folder. New folders are created for future use.
- Directives – instructions prescribing policies, authorities, responsibilities, delegations, standards, etc., issued in the form of manuals, memoranda, orders, procedures, bulletins, guides, notices, rules, regulations, and other formalized statements.
- Disposable Records – records of temporary value subject to destruction by a Records Retention Schedule.
- Electronic Records – Machine readable records in erasable media and other devices in applied office automation technology.
- Eradication – the process of removing/sanitizing/destroying data (electronic) from media storage devices.
- Records – includes materials created or received by a City agency in connection with public transactions, and in the form of correspondence, magnetic tapes, papers, books, photographs, maps, drawings, charts, printouts, microforms, films. Sound recordings, disks, fingerprints, video graphs, computer database, computer graphs, or other documentary materials.
- Records Management – the control of record information/records from creation, maintenance, disposition to preservation in local, state, or federal archives.
- Records retention Schedule – an official timetable that identifies the length of time a record must be kept before final disposition. See Part IV, Exhibit #2
- Records Series – a group of related records usually used/filed as a unit for reference or disposition purposes.
- Retention Period(s) – the length of time records are kept before being destroyed by a predetermined plan. The retention period may be expressed in days, months, years or destroy when superseded, etc.

Abbreviations

A-Z.....	Alphabetically
ACM	Annotated Code of Maryland
ADA.....	Americans with Disabilities Act
ATF	Alcohol Tobacco and Firearms
AWOL.....	Absent Without Leave
BSC	Bethlehem Steel Corporation
BR	Business Regulation Article
CAD	Computer Aided Dispatch
CALEA	Commission on Accreditation for Law enforcement Agencies
CFR.....	Code of Federal Regulations
CHI.....	Criminal History Records information
CJA	Criminal Justice Agency

CJIS.....Criminal Justice Information System
 CJ Courts and Judicial Proceedings Article
 CLCommercial Law Article
 CODIS..... Combined DNA Index System (FBI)
 COMAR.....Code of Maryland Regulation
 CP.....Criminal Procedure Article (MD)
 Cr..... Criminal Law Article

 DHMHDepartment of Mental health and Hygiene (MD)
 DLDriver's License
 DNA..... Deoxyribonucleic Acid
 DOJDepartment of Justice (US)
 DWI..... Driving While Intoxicated

 ED Education Article (MD)
 EEO..... Equal Employment Opportunity (US)
 EIS.....Early Identification System
 ENEnvironmental Article (MD)

 FBIFederal Bureau of Investigation
 FL.....Family Law Article (MD)
 FOP Fraternal Order of Police
 FTO Field training Officer

 GOMGeneral Orders Manual

 HG..... (Md. Code) Health – General Article (MD)
 HRC Human Relations Commission

 LE..... Labor and Employment Article (MD)
 LEA..... Law Enforcement Agency/Act
 LEOBRLaw Enforcement Officer's Bill of Rights
 LWOPLeave Without Pay

 MAARS Maryland Automated Accident Reporting System
 MILES.....Maryland Interagency Law Enforcement System
 MOSH..... Maryland Occupational Safety and Health
 MPIA..... Maryland Police Information Act
 MPTC.....Maryland Police Training Commission
 MSDS..... Material Safety Data Sheet(s)
 MSP..... Maryland State Police

 NCICNational Crime Information Center
 NIBINNational Integrated Ballistics Information Network
 NLETS.....National Law Enforcement Telecommunications System

NR.....Natural Resources Article (MD)

OAG.....Opinion of the Attorney General of Maryland

OPR.....Office of Professional Responsibility

OSHA.....Occupational safety/health administration

PL.....Public Law (US)

PS.....Public Safety Article (MD)

RAFISRegional Automated Fingerprint Identification System

SGState Government Article (MD)

SOPStandard Operating Procedures

TRTransportation Article (MD)

UCRUniform Crime Reporting (Federal)

USC.....United States Code

VIPVery Important Person (protection)

References

Local, state and federal ordinances, laws, regulations and case laws applicable to records management operations:

Abandoned Vehicle Records.....ACM, TR, Sec. 25-201/25-210

Accident Records See Motor Vehicle Records

Administrative Records

Adult Abuse/Neglect Records.....ACM, CJ, Sec. 5-106

Adult Civil Citation RecordsACM, CR, Sec. 10-126
ACM, ED, Sec 26-103

Animal Bite/Exposure Records.....ACM, HG, Sec. 18-316/318/320

Archival RecordsMd. State Archives, COMAR 14.18.02

Arrest Warrant RecordsACM, CP, Sec 2-201 - 2-209
ACM, SG, sec. 10-401/402

Audio RecordsACM, CJ, Sec. 10-401/402

Audio RecordingsACM, CJ, Sec. 10-401/402

Audio Tapes/dispatchACM, SG, Sec 10-611
710AGC (1986), #86-025

Background Investigation Records.....ACM, Article 41, Sec 4-201
MPTC COMAR 12.04.01
ACM, PS, Sec. 3-101 ff

Breathalyzer Test RecordsACM, TR, Sec. 16-205.1/6-205.2

Charging DocumentsACM, SG, Sec. 10-616 (h)

Child Abuse/Neglect Records.....	ACM, CJ, Sec 5-704 Human Resources Dept., COMAR 07.01.07 and 07.01.02 ACM, CJ, Sec. 5-117
Civil Litigation Records.....	ACM, CJ, Sec. 5-101/404 (a)
Civil Offense Records.....	ACM, CR, Sec. 10-126
Criminal Citation Records	ACM, CP, Sec. 2-201 Md. District Court Rule 710 (b)
Criminal Investigation Records	ACM, CP, Sec 10-216, 2-201 USDOJ/FBI Directive (3-5-73) COMAR12.15.01.07 ACM, CP, Sec., 2-201/202 USDOJ/FBI Directive (2-9-73) FBI CJIS Letter 95-5
Criminal Records Dispositions	ACM, CP, Sec. 10-217 COMAR 12.08.10.k CFR 20.21 (e) 28 CFR 50.12
Death Records/State Facilities	ACM, HG, Sec 10-714 DNMH Policy Bulletin (7/90)
Disciplinary Records.....	ACM, PS, Sec. 3-104 (c)
Discovery Inspection Records	MD Rule 2-401
Dishonored Check Records.....	ACM, CP, Sec 8-106/107 ACM, CL, Sec 15-802/804
DNA Profiles/Records	ACM, CP, Sec. 8-101 ff, 8-201 ACM, PS, Sec. 2-501 - 2-512 ACM, CJ, Sec. 10-915 COMAR 29.05.01 28USC, Sec 2292
Domestic Violence Records.....	ACM, FL, Sec. 4-513/529
Electronic Records	ACM, SG 10-611 (f) RCJ Sec 10-102/402 COMAR 14.18.04
E-Mail Records	
Employee Action Notifications.....	
Employee Disability Records	ACM Article 73B Sec 2-404, 3-404, 4-404, 5-404, 7-404and 8-402
Employment Investigation Records.....	ACM, PS, Sec. 3-101 ff
Evidence Records.....	ACM, CJ, Sec.10-102
Expungement Records	ACM, CP, Sec. 10-101ff MD Rules 4-501/4-512
Federal Grants Records.....	OBM Circular A-102
Federal Tort Claim Records.....	488 U.S. 235 (1989) Owen v. Okure
Field Training Records	ACM, PS, Sec. 3-201 ff

Film Records.....	ACM, SG, Sec. 10-611 (f) Greco v. State (1986)
Fingerprint Records	USDOJ/FBI Directive (3-5-73) USDOJ/FBI Directive (2-19-73) Fed. Violent Crime Control/LEAA (1994) ACM, CP, Sec. 10-216
Firearms Records	ACM, CL, SG, Sec. 4-206 PL 90-818 (1988)
Fiscal Records.....	
Handgun Disposal Records.....	ACM, PS, Sec. 3-501
Hate Crime Records.....	ACM, CR, Sec. 10-301/306 Federal Hate Crimes Act (1990) ACM, PS, Sec. 2-307
Hazardous Material Records.....	ACM, HE, Title 7
Hazardous Substance Records	ACM, LE, Sec. 5-405 (e) OSHA/MOSH 29 CFR 1910.1200 COMAR 09.12.33
Health/Safety Records	ADA Act 42 U.S.C. Sec. 12101 ACM, LE, Sec. 9-709
Incident Records/Public Records.....	ACM, CR, Sec. 4-206 ACM, PS, Sec. 2-307 ACM, SG, Sec. 10-611-629 Greco v. State (1986) ACM, FL, Sec. 9-401 – 9-403 ACM, HG, Sec. 10-714 FBI Directive 83-1 (3-18-83)
Inspection Records.....	CALEA Standard #53.2.1
Intelligence Records.....	28 CFR.20
Internal Investigation Records	ACM, PS, Sec. 3-104
Juvenile Citation Records	ACM, CJ, Sec. 3-801 (g)
Juvenile Civil Records	ACM, CR, Sec. 10-119
Juvenile Records	ACM, CJ, Sec. 3-8A (a) Article 1, Sec 15-2 ACM, CP, Sec. 10-216 (e) Md. Rule 909 ACM, ED, Sec. 7-302.1 COMAR 13A.08.01(1995) ACM, ED, Sec. 26-103 28CFR 20.32 COMAR 01.01.1995.18
Limitation Statutes/Felonies	ACM, CJ, Sec. 5-106 Greco v. State (1986)
Limitation Statutes/Misdemeanors	ACM, CJ, Sec. 5-106 Greco v. State (1986)
Medical Records	29 CFR Parts 1910-10.30/20

	ACM, HG, Sec. 4-306/309/403
	ACM, SG, Sec. 10-617 (b)
	18-213, and 18-338.1
Mental Facility Abuse Records.....	ACM, HG, Sec. 10-101 ff
	ACM, HG, Sec. 7-1005
Micrographic Records.....	ACM, CJ, Sec. 10-103
	Md. Rules, Rule 2-424
	Cooper v. State (1979)
	Gray v. State (1943)
	Forrester v. State (1961)
	Hensen v. State (1072)
	Tribble v. State (1984)
	Adm. Proc. 115
	ACM, SG, Sec. 10-642
	ACM, CJ, Sec. 102
	COMAR 14.18.05
Missing Persons Records	ACM, FL, Sec 9-401/403
	National Child Search Assistance Act. (1990)
Motor Vehicle Accidents	ACM, TR, Sec 12-111, 20-107 – 109/113
	ACM, SG, Sec 10-616 (h)
	COMAR 12.06.02
	Pressman v. Elgin (1947)
	ACM, PD, Sec. 2-306
Narcotics Disposal Records	ACM, CP, Sec 12-101 ff
Nursing Home Abuse records.....	ACM, HG, Sec. 19-301/347
Offender Registration Records	ACM, CP, Sec. 11-701/721
	COMAR 13A-08.01 (1995)
	Maslin v. State (1999)
Oil Pollution Records.....	COMAR 08.05.04
Open Felony records.....	ACM, CJ, 5-106
	Greco v. State (1986)
Optical Imaging Records	ACM, CJ, Sec. 10-102
Parolee Records	Fed. Violent Crime Control LEA (1994)
Patient Abuse Records	COMAR 10.07.09
Patient Death Records.....	ACM, FL, Sec 5-309
Pawn Shop Records	ACM, BR, Sec 12-304
Permanent Records	COMAR 14.18.03
Personnel Records.....	ACM, SG, Sec 10-624
	OSHA/MOSH reg. (Part 1910)
Photographic Records	USDOJ/FBI, Directive (3-5-73)
Police Disciplinary Records.....	ACM, PS, Sec 3-101 ff
Police Investigation Records.....	
Police Property Records.....	
Police Training Records.....	ACM, PS, Sec. 3-201 ff
Polygraph Records	ACM, PS, Sec. 3-104 (m)
Post conviction Records.....	ACM, CP, Sec 7-101 ff

Precious Metals Records.....	ACM Article 56, sec. 422 (e) COMAR 09.01.01, Sec. 12.303/304
Prisoner Release Records.....	Violent Crime Control/LEA (1994), Sec. 20417
Property Recovery Records	ACM, Article 56, Sec 416-427
Psychological Records.....	ACM, SG, Sec. 10-617
Public Building Records	ACM, SG, Sec. 10-618
Public Records	ACM, SG, Sec. 10-611 ff ACM, CJ, Sec. 5-110
Public Records Certifications	ACM, CJ, Sec. 10-204
Rape/Sexual Offense Records.....	Md. Health Department COMAR 10.12.02 ACM, HG, Sec. 15-127
Records Destruction Certificates	Md. State Archives COMAR 14.18.02.04
Records Retention Schedules.....	ACM, SG, Part IV Sec. 10-631/10-635 Md. State Archives COMAR 14.18.02
Revenue Records	Md. CJIS, Sec. 06-07
Safety Equipment Repair Orders/Warnings.....	ACM, TR, Sec. 23-205
Secondary employment Records.....	ACM, PS, Sec. 3-103 (b)
Statistics Records	ACM, PS, Sec. 2-308 ACM, SG, Sec. 10-621
Stop and Frisk Records	ACM, CL, Sec. 4-202 ff Terry v. Ohio (U.S.)
Subpoena Records.....	Md. Rule 4-266
Suspension Orders	ACM, TR, Sec. 16-205.1
Traffic Citation Records	ACM, TR, Sec. 26-407 District Court Schedule #989 (1984) MVA Schedule #1150A(1987) ACM, SG, Sec. 10-611 ff ACM, TR, Sec. 26-101 – 26-201/407, 12-111, 112, 113, 17-106 ACM, TR, Sec. 26-407 COMAR 11.17.18 MD Rules, Rule 1299
Traffic Stops Records (Race).....	ACM, TR, Sec. 25-113
Vehicle Disposal Records	ACM, TR, Sec 25-207/209
Vessel Casualty Records.....	ACM, NR, Sec. 8-724 33 CFR 173-174
Vulnerable Adult Records.....	ACM, CL, Sec. 3-601 ff ACM, CJ, Sec. 5-106
Warrant Records	ACM, CJ, Sec. 1-605 (d) Md. District Court Rule 1299d4 ACM, CP, Sec. 2-201
Weapon Discharge Records.....	
Wire/Electronic Records.....	ACM, CJ, Sec. 10-405/407/408 18 USC, Sec. 2518 (8) (a)

Correspondence Contents

In subject filing, follow the classification process. Arrange paperwork according to what it's about, not who wrote it or to whom it's addressed. Start with primary subject headings. As the records grow in volume, break down the major headings. As the records grow in volume, break down the major headings into small division(s) and subdivision(s) as needed.

General Classifications

With the generic records categories listed in this handbook, the author/writer of correspondence can find the proper file subject. If more than one subject is discussed equally, the material may be assigned two subject captions, or photocopied for cross-reference purposes.

Detailed Classifications

The detailed classification process requires content analysis for specific subject filing. The ability to locate filed material depends upon the care used in this classification process.

Filing systems

Files are kept in file folders alphabetically, numerically, chronologically or alphanumeric combination(s). The filing arrangement depends on the type of materials filed, and the way that material will be retrieved. For example, files are arranged alphabetically by subject, name, organization, location, activity, event etc., numerically by consecutive Arabic numbers, coded with symbols, abbreviation, or other acronyms coined by the users; and chronologically by day, week, month, year or other chronological combination(s)

File Cutoffs

Files are cutoff or broken periodically in order to speed filing, retrieval, and destruction of inactive records. To cut off files, a file series is terminated arbitrarily on a given date or after a specified event or action. A new file series is then established. The inactive files may be transferred to less convenient space.

Inactive Records Storage

Inactive records have low reference activity, usually less than one search per file drawer per month. Store inactive files in the lower drawers of the file cabinet, or off-site storage. See Part IV, Exhibit #8

File Plans

The file station, work station, or operating unit must prepare a files maintenance plan. This plan shows what file the unit creates, maintains and accumulates. The plan provides an index to all the files of the file station. The file plan must be written clearly, and in enough detail to enable office staff to find files when the files worker is absent. See Part IV, Exhibit #1

Retention Schedule Revisions

The Records Retention Schedule should be revised periodically to meet the changing needs of the Department, and changes in subject matter. Use Part IV, Exhibit #2, and submit to Records Center for State Archivist approval.

Disposal Authorities

Local/state government records must be scheduled for ultimate disposition. The Maryland State Archivist must approve the agency proposed retention periods before the Retention Schedule becomes operative. The source agency must apply the Schedule for efficient records management operations.

Retention Schedules

The retention of obsolete/needless material is costly. Scheduled records should be destroyed or transferred according to records disposal instruction. If there is a definite need, records can be retained longer. The user must justify, in writing, continued retention through regular channels. See Part IV, Exhibit #2

New Records

Occasionally, new records are created/received by the department, which do not fit under the present records disposition schedule(s). Submit new records series to Records Unit for review, and approval by records management agencies. See Part IV, Exhibit #2

Records Disposals

Apply the Records Retention Schedule in this HANDBOOK for savings in space, equipment, and for accreditation compliance. Records eligible for disposal can be destroyed on an annual or fiscal basis. A 3-YEAR RETENTION CYCLE EXAMPLE: CURRENT YEAR RECORDS CREATED/RECEIVED PLUS THREE YEARS.

Disposal Certificates

Records authorized for destruction should be destroyed as they become eligible. Prepare disposal certificates for State compliance requirements. Consult the Records Unit for records-management related operations. See Part IV, exhibit #3/#8

Records Transfers

Records series eligible for destruction should be transferred to the Records Unit for bonded, and certified destruction. Coordinate with the Records Unit for records transfers. See Part IV, Exhibit #5.

Records transferred for storage should be prepared in adherence to the current policies of the State Archivist.

Preparing Records for Transfer

Boxes or volumes should be clearly identified with the information contained in the inventory worksheet. If preliminary inventories received are not in an acceptable format, the transferring agency will be liable for the cost incurred by Archives staff for conversion to an acceptable format.

The descriptions of records should be at the unit level, one record entry for each box or volume to be transferred. The description should be sufficient to facilitate retrieval of the materials: series title as designated by the records retention schedule, box or volume number, date of contents, and file numbers or general description of contents. All descriptions of materials shall be furnished before the records are transferred.

Bound volumes require no additional containerization for transfer to the Archives. Flat files must be boxed using one cubic foot capacity record center boxes available from State Use Industries (410) 540-5400. DO NOT OVER-FILL BOXES when packing. Materials received in containers not compatible with Archives shelving will not be accepted and will be returned to the transferring agency at its expense.

Source:

<http://www.msa.md.gov/msa/stagser/s1259/162/html/recordtransfers.html>

Records Unit Services

The Records Unit offers cost-free storage for inactive records, created/maintained by source units. Designated/contracted commercial storage space may be available for police records storage purposes. Follow these records transfer guidelines:

Pack records in approved cartons.

Keep records in the same order as they are maintained in the office files/drawers.

Attach label to carton for future reference. Fill in all available spaces on printed labels. See Part IV, Exhibit #4.

Number cartons in consecutive order.

Use the Records Transmittal/Receipt Form. Also use this form for transferring records to the Records Unit for bonded destruction. See Part IV, Exhibit #5

Do not pack records with two different retention periods in the same carton.

Do not pack two different records series in the same carton.

Archival Records

The Maryland State Archives is the official repository for permanent records. Archival records are collected from local agencies for the benefit of scholars, and posterity. Records Series designated "permanent records" are archival records. See Items 301-11, 301-19 and 301-27

Records Measurement Guides

Records volume is measured in cubic feet. See Part IV, Exhibit #6 for converting records holdings to cubic feet. Use this Guide for inventorying, and destroying records contained in this Records Management Handbook.

Destruction Methods

Records eligible for destruction can be destroyed by burning, shredding, pulping, or recycling methods.

Records destruction should be supervised/certified by agency records supervisory personnel. Police records are protected by local, state, and federal laws and regulation. RECORDS SHALL NOT BE LEFT UNATTENDED OR UNPROTECTED WHILE AWAITING DESTRUCTION.

For machine readable records, use MAGNETIC ERASER or hard disk shredder for records/data destruction.

Transitory Files

Transitory files contain short-lived materials without procedure policy matters to the receiving police units. These files do not contain information for continuing reference value, such as requests for supplies, publications, blood donations, general information, etc. Keep transitory files in file folders by month, and destroy after 90 days or one year.

Records Automations

If police records (hardcopies) are duplicated, and stored in computer systems, retain hardcopies for 60 days.

Public Records Penalties

Unless public/police records destruction is authorized by a Records Retention Schedule, the agency or person is subject to:

- \$1,000 fine
- 3 years prison
- or both
- ACM, Criminal Law, Sec. 8-606
- ACM, State Government, Sec. 10-639
- Cox v. State (1988)

Criminal/Civil Liabilities

Public records denials are subject to:

- Criminal Liabilities
- Civil Liabilities
- See ACM, CJ, Sec. 5-110

EXHIBIT #1

FILE PLAN

Unit	Prepared By:	Date
SUBJECT TITLE	FILE LOCATION	

EXHIBIT #2

CITY OF GREENBELT
POLICE DEPARTMENT
ADMINISTRATIVE DIVISION
RECORDS UNIT

RECORDS RETENTION AND DISPOSAL SCHEDULE

Department/Agency: _____

Division: _____

ITEM NO.	DESCRIPTION	RETENTION/DISPOSITION

SIGNATURE TITLE OF DEPT/AGENCY REPRESENTATIVE DATE

RECORDS MANAGER
SIGNATURE TITLE DATE

STATE ARCHIVIST
SIGNATURE TITLE DATE

ADMINISTRATIVE DIVISION
RECORDS UNIT

CERTIFICATE OF RECORDS DISPOSAL

RECORDS CENTER BOX NO.	DESCRIPTION OF RECORDS	AUTHORIZATION FOR DISPOSITION		INCLUSIVE DATES OF RECORDS DESTROYED	RECORDS CENTER LOCATION	VOLUME (cubic feet)	DATE OF DISPOSAL
		RETENTION SCHED NO.	ITEM NO.				

I ACKNOWLEDGE THAT THE RECORDS LISTED ARE TO BE DISPOSED OF IMMEDIATELY IN ACCORDANCE WITH THIS AGENCY'S RETENTION SCHEDULE

SIGNATURE

TITLE

DATE

I HEREBY CERTIFY THAT THE ABOVE LISTED RECORDS WERE DISPOSED OF AS INDICATED

SIGNATURE

TITLE

DATE

EXHIBIT #4

CITY OF GREENBELT
POLICE DEPARTMENT
ADMINISTRATIVE SERVICES DIVISION
RECORDS UNIT

RECORDS LABEL

DEPARTMENT: _____

DIVISION: _____

INCLUSIVE DATES: _____

RECORDS TITLE: _____

RETENTION SCHEDULE NO. AND ITEM NO.: _____

DISPOSAL DATE (per Retention Schedule): _____

BOX _____ OF _____ BOXES

CENTER BOX NO. _____

EXHIBIT #5

CITY OF GREENBELT
POLICE DEPARTMENT
ADMINISTRATIVE SERVICES DIVISION
RECORDS UNIT

RECORDS TRANSMITTAL AND RECEIPT

FROM: (UNIT)		DATE:		
EXTENSION:		RECORDS RETENTION & DISPOSAL SCHEDULE NO.		
TRANSFERRING OFFICIAL (SIGNATURE)				
BOX NO.	DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	RETENTION SCHEDULE ITEM NO. & DISPOSAL DATE	RECORDS CENTER USE	
			BOX NO.	LOCATION

RECEIPT OF THE ABOVE LISTED RECORDS IS ACKNOWLEDGES. PLEASE
KEEP THIS TRANSMITTAL CERTIFICATE FOR FUTURE REFERENCE.

SIGNATURE

TITLE

DATE