

**PRINCESS ANNE POLICE DEPARTMENT
HUMAN RESOURCES AND RECORDS SECTION
RECORDS RETENTION AND DISPOSAL SCHEDULE**

Schedule No. M315

Page 1 of 7

Agency: Princess Anne Police Department

Division/Unit: Police Department
Human Resources & Records

Item No	Description	Retention
1	<p>Personnel Files/Background Full Time & Part Time Employees Contains: Application, oath of office, personnel action forms, certificates, diplomas, training reports, personnel orders, disciplinary action, commendation, correspondence, rating reports. Background files contain pre-employment data, personal history questionnaire, credit report, polygraph, fingerprints.</p>	<p>Retain until termination plus 3 years, then destroy.</p>
2	<p>Complaint Reports Contains: Vehicle impound and inventory record, supplement report, District Court appearance report, fingerprints, pictures, log records, date/time of final disposition, custody and property report. Property/evidence, drug certifications, district court records and application for statement of charges, arrest warrant, motor vehicle accident reports, etc.</p>	<p>Retain for 15 years, then destroy.</p>

Approved by Department, Agency or Division Representative

Date: 12/3/12

Signature: *Scott T. Keller*

Type Name: Scott T. Keller

Title: Chief of Police

Schedule Authorized by State Archivist

Date: 5/16/2013

Signature: *Edward C. [unclear]*

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Page 2 of 7

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Item No	Description	Retention
3	<p>Computer Reports Contains: Summary of parking tickets by officer, city, parking ticket system. Parking ticket daily issuance report, hours proof listing, time sheets and accrual register.</p>	<p>Retain for 3 years and until all audit requirements have been fulfilled, then destroy.</p>
4	<p>Finance Reports Contains: Cash register closeout, final total of funds collected report, deposit tickets, etc.</p>	<p>Retain for 3 years and until all audit requirements have been fulfilled, then destroy.</p>
5	<p>Maryland Safety Equipment Repair Order Warning Contains: Copy of ticket issued by officer</p>	<p>Retain for 1 year, then destroy.</p>

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Date: 12/3/12

Signature: *Scott Keller*

Type Name: Scott T. Keller

Title: Chief of Police

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Page 3 of 7

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Item No	Description	Retention
6	<p>Correspondence Correspondence sent by the department. Relates to the following subjects: Maryland State Police, Animal Bites, FBI, NCIC/Meters checks, State's Attorney, citizens, Liquor Board, Juvenile Justice, Accidents (Departmental).</p>	<p>Screen annually and destroy material that is no longer needed for current business with the following exception: Transfer to the Maryland State Archive for permanent retention any material that serves to document the origin, development, and accomplishments of the office and has continuing administrative, fiscal, legal, or historical value. All other material, retain for 2 years and then destroy.</p>

Approved by Department, Agency or Division Representative

Date: 12/3/12

Signature: *Scott T. Keller*

Type Name: Scott T. Keller

Title: Chief of Police

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Date: 5/16/2013

Signature: *Edward C. Igenfuss*

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Page 4 of 7

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Item No	Description	Retention
7	Paid Traffic Tickets Copy of ticket, adding machine tape, copy of summons, and invoice	Retain for 3 years and until all audit requirements have been fulfilled, then destroy.
8	Notice of Intent to Stand Trial Citations to the District Court, Citations not payable, party must stand trial, civil citations, etc.	Retain for 5 years, then destroy.
9	Parking Violations Parking tickets, summons, void tickets, correspondence to the State's Attorney's Office regarding voided tickets, etc.	Retain for 3 years, then destroy.
10	Uniform Municipal Infractions/Civil Citations Contains: Copy of ticket, receipt of tape of fines received.	Retain for 3 years, then destroy.

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Page 5 of 7

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Item No	Description	Retention
11	Custody Arrest Reports Contains: name, address, arrest time, arresting officer.	Retain for 15 years, then destroy.
12	Towing Summons Summons, vehicle impoundment record receipt for payment.	Retain until served, plus 3 years, then destroy.
13	Departmental Policies Contains: Chief, Patrol, Administrative Memorandums, Personnel and Special Orders.	Screen Annually and destroy material that is no longer needed for current business with the following exception: Transfer to the Maryland State Archive for permanent retention any material that serves to document the origin, development, and accomplishments of the office and has continuing administrative, fiscal, legal, or historical value.

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Date: 12/3/12

Signature: *Scott T. Keller*

Type Name: Scott T. Keller

Title: Chief of Police

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Date: 5/16/2013

Signature: *Edward C. Pennington*

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Page 6 of 7

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Item No	Description	Retention
14	Warrants Contains: Records unit document services, district court criminal summons on charging document and subpoena.	Retain until served, plus 3 years, then destroy.
15	Officers drivers record required Contains: Correspondence, request for driving records from MVA and various states certified.	Screen Annually. Destroy material having no further legal, administrative, fiscal or operational value.
16	Expungement Orders Contains: Petition to Expunge, final disposition report, etc.	Retain for 3 years and until all audit requirements have been fulfilled, then destroy.
17	Uniform Crime Report (UCR) Contains: Maryland State Police Reports issued by the Uniform Crime Reporting system. Lists crime statistics by type of crime.	Screen Annually Destroy material having no further administrative or operational value.

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Type Name: Scott T. Keller

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Page 7 of 7

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Item No	Description	Retention
18	Bureau of Investigation (BI) Files, Bureau of Investigation (BI) Database, Bureau of Investigation (BI) Photos (Prior to current complaint report) Contains: Incident report, name address, place of arrest, date of arrest, photo's, arrest report, Federal Bureau of Investigation (FBI) report, etc.	Retain for 15 years, then destroy.
19	Maryland Flagging Files Contains: Forms used to obtain registration plates, and/or sticker from the Motor Vehicle Administration for failure to pay parking tickets. Shows amount paid and how paid (check, cash, etc.)	Retain for 3 years, then destroy.

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