DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION RECORDS RETENTION AND DISPOSAL SCHEDULE	Schedule No M-163A Page 1 of 3

Agency
City of Frederick

Division/Unit
Police / Personnel Unit

Item No.	Description	Retention
	"Amendment: supersedes items 21 to 33 from schedule M163"	
21	Personnel Files – employees.....	Retain in Police Personnel Unit until termination of employment and then transfer to City of Frederick Human Resources Department.
22	Personnel Files – volunteers.....	Retain for 3 years after termination of employment and then destroy
23	I-9 Form (Employment Eligibility Verification Form).....	City of Frederick Human Resources is the custodian of these records
24	W-4 Form (Federal Income Tax Withholding Form).....	City of Frederick Human Resources is the custodian of these records
25	Department Rosters.....	The Office of the Chief of Police is custodian of these files.
26	Manuals – recruiting, Human Resources Commission,..... procedures, rules and regulations	Retain until updated or superseded, then destroy

Schedule Approved by Department, Agency, or Division Representative.	Schedule Authorized by State Archivist
Date August 2, 2013	Date 9-23-13
Signature Thomas J Ledwell	Signature Timothy D. Bak
Typed Name Thomas J Ledwell	
Title Chief of Police	

DGS 550-1

DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION RECORDS RETENTION AND DISPOSAL SCHEDULE (Continuation Sheet)		Schedule No. M-163A Page 2 of 3
Agency City of Frederick		**Division/Unit** Police / Personnel Unit
Item No.	**Description**	**Retention**
27	Employment Applications – Police Officer Position..... (City of Frederick Human Resources Department maintains applications for civilian positions)	For applicants who are not hired, retain for two years after position is filled, then destroy. For applicants who are hired, the application becomes part of the Background Investigation file and is handled in accordance with item #30 below.
28	Employee Medical Files.....	City of Frederick Human Resources is custodian of all employee medical files.
29	Promotion Process – Tests, assessment center exercises,.... promotion potential ratings	Retain individual results until appeals process is complete and grievances are resolved, and then destroy. Retain master file for 3 years or until expiration of eligibility list, whichever is later, then destroy
30	Background Investigations..... ...	For applicants who are not hired, return to applicant file and retain in accordance with item #27 above. For applicants who are hired, retain 3 years after termination of employment, and then destroy.

DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION RECORDS RETENTION AND DISPOSAL SCHEDULE (Continuation Sheet)		Schedule No. M-163A Page 3 of 3
Agency City of Frederick		**Division/Unit** Police / Personnel Unit
Item No.	**Description**	**Retention**
31	Psychological Exams.....	Retain for 30 years after termination of employment and then destroy
32	Police Academy/Lateral Selection Process Files..... (City of Frederick Human Resources Department maintains selection process files for civilian positions)	Retain for 2 years after Academy start date, then destroy
33	MW507 (State of Maryland Income Tax Withholding Form).....	City of Frederick Human Resources is custodian of these records