

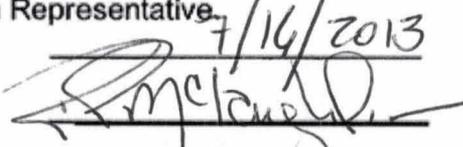
**DEPARTMENT OF GENERAL SERVICES  
RECORDS MANAGEMENT DIVISION  
RECORDS RETENTION AND DISPOSAL SCHEDULE**

**Schedule No.** M323

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<b>Agency</b> MAYOR AND CITY COUNCIL OF LAUREL	<b>Division/Unit</b> POLICE DEPARTMENT
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Item No.	Description	Retention
1	<b><u>GENERAL:</u></b>  All Department personnel will adhere to the following records retention schedules.	
2	<b><u>AGREEMENTS:</u></b>  Right of entry and hold Harmless Agreements	-3 years after expiration, and then destroy.
3	<b><u>ARREST/ CRIMINAL HISTORY FILES - (ADULT):</u></b>  Informational file on each adult arrested by Laurel Police. In addition to a summary card or sheet, may also contain arrest reports, copies of offense reports, copies of offense reports, fingerprint cards, rap sheets, correspondence, court orders, copies of booking sheets or commitment cards, and other information pertinent to the arrest, incarceration and disposition of each adult arrested.	-Retain for one (1) year after the death of the individual or 75 years after the last contact with the Department, whichever occurs sooner and then destroy.
4	<b><u>ARREST PHOTOGRAPH - (MUG SHOT):</u></b>  An arrest photograph is taken during	-Retain for one (1) year after the death of the

<p>Schedule Approved by Department, Agency, or Division Representative Date <u>7/16/2013</u> Signature <u></u> Typed Name <u>Richard McLaughlin</u> Title <u>Department Director</u></p>	<p>Schedule Authorized by State Archivist Date <u>10-3-13</u> Signature <u></u></p>
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5	<p>during the booking process and depicts a unique arrest number and date.</p> <p><b><u>ARREST/CRIMINAL HISTORY FILES - (JUVENILE):</u></b></p> <p>Same as ARREST CRIMINAL HISTORY FILES, except with reference to juvenile offenders.</p>	<p>individual or 75 years after the last contact with the Department, whichever occurs sooner, and then destroy.</p> <p>-Until court ordered expungement or the 25th birthday of the individual, whichever comes first, and then destroy.</p>
6	<p><b><u>EXPUNGEMENT - (JUVENILE)</u></b></p>	<p>-Retain (3) years after court ordered. Then destroy.</p>
7	<p><b><u>OFFENSE REPORTS:</u></b></p> <p>Police officers write offense reports to document crimes and the results of their investigations. There are numerous forms used depending on the type of investigation being conducted, such as Incident Reports, Continuation Reports, Supplemental Reports, Property Reports, audio tapes transcribed on paper, polygraph test results, photographs, towed vehicle reports, video tapes, institutional receipts, (National Crime Information Center) NCIC/MILES (Maryland Inter-agency Law Enforcement System) teletypes and messages.</p>	<p>-A.) Solved cases - Retain for five (5) years, and then transfer to secondary storage facility for ten (10) years. After that, destroy the original and retain the CADIS file for twelve (12) years for a total of 27 years retention, and then destroy.</p> <p>-B.) Unsolved cases - Until the statute of limitations has run, and then destroy.</p>
8	<p><b><u>INCIDENT REPORTS:</u></b></p> <p>Reports concerning incidents or complaints which on investigation were of a non-criminal nature.</p>	<p>-Three (3) years, and then destroy.</p>

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9	<p><b><u>FIELD INTERROGATION CARDS:</u></b> Reports or cards on persons or vehicles stopped and interrogated by officers in the field because of suspicious behavior.</p>	<p>-Three (3) years. Kept in Criminal Investigation Division, and then destroy.</p>
10	<p><b><u>ACCIDENT/ COLLISION RECORDS:</u></b>  MAARS (Maryland Automated Accident Reporting System) form and reports supporting documentation concerning traffic accidents investigated. Including accident reports, supplemental accident reports, photographs, correspondence and related information that are not made part of a subsequent OFFENSE RECORD.</p>	<p>-Three (3) years. Transfer to storage for ten (10) years, and then destroy.</p>
11	<p><b><u>CRIMINAL AND CIVIL CITATIONS:</u></b>  Criminal and civil citations issued by Police Officers for minor violations of the law.</p>	<p>-Retain for one (1) year after the death of the individual or 75 years after the last contact with the Department, whichever occurs sooner, and then destroy.</p>
12	<p><b><u>CRIMINAL HISTORY DISSEMINATION RECORDS:</u></b>  Records that document the dissemination of criminal histories and other law enforcement information to other agencies or criminal information systems.</p>	<p>-Five (5) years, and then destroy. Maintained by the Communications Sections, Records Section and Investigative Services Division.</p>
13	<p><b><u>MONTHLY PRODUCTIVITY SHEETS:</u></b>  Reports or logs summarizing monthly the duty assignments, shift worked and</p>	<p>-Five (5) years, and then destroy. Maintained by the Patrol Services Commander.</p>

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14	<p>general activity date.</p> <p><b><u>INTERNAL AFFAIRS CASE FILES:</u></b></p> <p>Records relating to internal affairs, investigations of alleged officer misconduct, including all records relating to the initiation , investigation and disposition of each case.</p>	<p>-A.) Sustained cases - Permanent-Retain original and transfer copy to the State in 10 years</p> <p>B.) All other cases - Three (3) years, and then destroy.</p> <p>** After an employee's departure from City employment the Administrative Services Commander will maintain the files. For Item 14 only</p>
15	<p><b><u>GENERAL AND OPERATIONAL ORDERS:</u></b></p> <p>Official orders, policy statements and directives governing the organization and operation of the department or the procedures and standards of behavior of its officers.</p>	<p>-One (1) copy of each order, statement or directive Permanent-Retain original and transfer copy to the State in 10 years</p>
16	<p><b><u>STATISTICAL REPORTS FILES:</u></b></p> <p>Statistical reports and summaries of crime incidents, accidents other law enforcement related activities.</p>	<p>-A.) Retain for 3 years, then screen annually and destroy any material that is no longer needed for current business.</p> <p>B.) Annual reports - Permanent-Retain original and transfer copy to the State in 10 years</p>
17	<p><b><u>IMPOUNDED AND ABANDONED VEHICLE RECORDS:</u></b></p> <p>Records relating to the impoundment of motor vehicles or abandonment of motor vehicles as reported by garage keepers, including impoundment reports, tow-in slips, notifications by garage keepers and copies of notifications of impoundment and</p>	<p>-Three (3) years, and then destroy.</p>

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18	<p>abandonment sent to owners and lien holders.</p> <p><b><u>PROPERTY RECORDS:</u></b> Reports, cards, logs or similar records that document evidential, stolen or recovered property held by the department; including records relating to the release of returned or reclaimed property.</p>	-Retain for 3 years after return or disposal of property, whichever occurs (sooner), and then destroy. Maintained by the property custodian.
19	<p><b><u>PROPERTY SALES RECORDS:</u></b></p> <p>Lists, notices, letters of inquiry, property tags, receipts and similar records concerning the sale or auction of unclaimed or impounded property.</p>	-Three (3) years after sale of property, and then destroy. Maintained in Property Evidence Section.
20	<p><b><u>ALARM PERMIT RECORDS:</u></b></p> <p>Copies of permits, inspection reports, false alarm reports and similar records relating to burglary and robbery alarm systems.</p>	-Two (2) years after expiration, cancellation, revocation or denial of the permit, and then destroy.
21	<p><b><u>FINGERPRINT CARDS:</u></b></p> <p>Cards made each time a person is arrested and charged</p>	-Cards will be stored with the Arrest Record and will be retained for 75 years then destroy.
22	<p><b><u>COMPUTER PRINTOUTS:</u></b></p> <p>Contains computerized copies of information used for various functions in the Police Department.</p> <p><i>Continue to page 6</i></p>	-Screen annually and destroy any material that is no longer needed for current business

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23	<p><b><u>EMPLOYEE TRAINING RECORDS:</u></b></p> <p>These records document the type of training an employee receives and the level of proficiency achieved. Maintained by the Training Officer.</p>	<p>-Retain for three (3) years after departing employment with agency, and then destroy.</p>
24	<p><b><u>INTELLIGENCE RECORDS:</u></b></p> <p>These records contain anonymous tips, unconfirmed information, possible relationships between persons and events and observations made during investigations.</p>	<p>- Screen annually and destroy any material that is no longer needed for current business. No material will be retained longer than three (3) years from last contact with individual.</p>
25	<p><b><u>TRAFFIC LAW ENFORCEMENT RECORDS / CITATIONS:</u></b></p> <p>Police officers enforce traffic laws by issuing citations, warning and repair orders.</p>	<p>-Three (3) years, and then destroy.</p>
26	<p><b><u>APPLICANT FILES:</u></b></p> <p>Each potential employee has a folder that may contain an employment application, test results and other background information.</p>	<p>-Three (3) years, and then destroy. Maintained by the City Personnel Office.</p>
27	<p><b><u>TRANSMITTAL FORMS:</u></b></p> <p>Transmittal forms are prepared to acknowledge payment to the Police Department A) Daily Paid Parking Ticket transmittal forms B) Daily Balance Reports C) Daily Paid Mail-in Report</p>	<p>-Retain for three (3) years, and then destroy.</p>

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Requests.

**LEAVE AND PAYROLL REPORTS:**

Contains information documenting employee hours worked and leave taken on a daily and monthly basis.

- A.) Accumulated leave reports
- B.) Strength Reports
- C.) Monthly spread sheets
- D.) Requests for leave forms
- E.) Fair Labor Standard Act sheets
- F.) Payroll and overtime reports

-Retain for three (3) years, and then destroy.

29

**POLICE EQUIPMENT AND UNIFORM RECORDS:**

Uniform equipment records pertain to clothing and police equipment issued to members of the Police Department.

-Retain for one (1) year after employee's termination from department, and then destroy. Maintained by the Quartermaster.

*At the end of the retention period for any record(s), the record(s) will be destroyed by shredding or controlled burning, witnessed by the Deputy Chief of Police, the Police Chaplain or other personnel designated by the Chief of Police.*