



RECORDS RETENTION AND DISPOSAL SCHEDULE
THURMONT POLICE DEPARTMENT

| DESCRIPTION | MAINTAINED BY | RETENTION |
|--|---|---|
| 1. Accident Reports | Records Management System/ Records Section | 8 YR – then destroy |
| 2. Accident Reports-Departmental | Administrative Coordinator | 8 YR – then destroy |
| 3. Accreditation Files – Current | Chief/Administrative Coordinator | 3 YR – then destroy |
| 4. Accreditation Files – Pending | Chief/ Administrative Coordinator | 6 YR – then destroy |
| 5. Adult Detainee Logs | Lt./ Administrative Coordinator | 5 YR + current – then destroy |
| 6. Annual Reports | Administrative Coordinator | 20 YR – then transfer to the MD State Archives. |
| 7. Applications – Not Hired | Administrative Coordinator | 20 YR – then destroy |
| 8. Arrest ID Files – Adult | Records Section | 40 YR – then destroy |
| 9. Arrest ID Files – Juvenile | Records Section | 40 YR – then destroy |
| 10. Arrest Incident Files | Records Management System/ Records Section | 40 YR – then destroy |
| 11. Budget Files – Operating & Capital Improvement Projects | Administrative Coordinator | 10 YR – then destroy |
| 12. Cash Receipts | Administrative Coordinator | 1 YR – then forward to CFO. CFO retains for 50 years, then destroy. |
| 13. Citation Book Issuance Control Ledger | Records Section | 3 YR + current – then destroy |

Schedule Approved by Chief of Police, Thurmont, MD:

Schedule Authorized by State Archivist:

Date: December 6, 2013

Date: 2-29-14

Signature: [Handwritten Signature]

Signature: [Handwritten Signature]

| | | |
|---|---|---|
| 14. Citation Transmittal Form (District Court) | Records Section | 1 YR + current – then destroy |
| 15. Citations – Civil/Municipal | Records Section | 3 YR+ current – then destroy |
| 16. Citations – Equipment Repair Orders | Records Section | Retain paper records until scanned to Maryland State Archives' standards, then destroy. Retain scanned images for 40 years, then destroy. |
| 17. Citations – Traffic | Records Management System/ Records Section | Retain paper records until scanned to Maryland State Archives' standards, then destroy. Retain scanned images for 40 years, then destroy. |
| 18. Citations – Warnings | Records Management System/ Records Section | Retain paper records until scanned to Maryland State Archives' standards, then destroy. Retain scanned images for 40 years, then destroy. |
| 19. CJIS Logon Identification Files | Administrative Coordinator | 5 YR after separation – then destroy. |
| 20. CJIS Logon Identification Reports | Administrative Coordinator | 3 YR + current – then destroy |
| 21. Criminal Summons Sign-Out Log | Records Section | 3 YR + current – then destroy |
| 22. Code Enforcement Violations | Code Officer | 3 YR + current – then destroy |
| 23. Daily Assignment Sheets | Duty Desk/Records Section | Current +2 YR – then destroy |
| 24. Discharge of Weapon Report | Administrative Coordinator | 40 YR – then destroy |
| 25. Emergency Evaluation Reports | Records Section | 40 year – then destroy |
| 26. Evidence Destruction Log | Evidence Section | 20 YR – then destroy |

| | | |
|---|--------------------------------------|--|
| 27. Evidence Supervisory Inspection | Sgt. | 10 Year – then destroy |
| 28. Expungement Files | Administrative Coordinator | 40 YR – then destroy |
| 29. Field Interview Reports | Records Section | Retain paper records until scanned to Maryland State Archives' standards, then destroy. Retain scanned images for 40 years, then destroy. |
| 30. General Correspondence | All Sections | Retain for 3 years, then screen and destroy with the following exception: transfer to the Maryland State Archives any material having administrative, legal or historical value that serves to document the origin, developments, functions and accomplishments of the agency. |
| 31. Grant Files | Administrative Coordinator /Chief | Retain 15 years, or as long as required by the terms of the grant, whichever is later, then destroy. |
| 32. Hiring Process Records | Records Section | 40 YR – then destroy |
| 33. Incident Photographs | Records Section/Evidence Section | Retain paper records until scanned to Maryland State Archives' standards, then destroy. Retain scanned images for 40 years, then destroy. |
| 34. Incident Reports | Records Section | Retain paper records until scanned to Maryland State Archives' standards, then destroy. Retain scanned images for 40 years, then destroy. |
| 35. Internal Audit Reports – General Fund | Administrative Coordinator /Chief | 6 YR – then destroy |
| 36. Internal Investigation Files | Administrative Coordinator | 40 YR – then destroy |
| 37. Inventory Records | Administrative Coordinator /Chief | 3 YR – then destroy |
| 38. Juvenile Justice Transmittal | Records Section | 1 YR + current – then destroy |
| 39. Juvenile Lock-Up Log – Patrol | Lt/ Administrative Coordinator | 5 YR + current – then destroy |
| 40. K-9 Basic Patrol Dog Training Log | K-9 Unit/ Administrative Coordinator | 15 YR – then destroy |

| | | |
|--|--------------------------------------|--|
| 41. K-9 Commander's Information Report | K-9 Unit/ Administrative Coordinator | 20 YR – then destroy |
| 42. K-9 Drug Retraining Form | K-9 Unit/ Administrative Coordinator | 20 YR – then destroy |
| 43. K-9 Explosive Detection Form | K-9 Unit/ Administrative Coordinator | 20 YR – then destroy |
| 44. K-9 Monthly Statistic Report | K-9 Unit/ Administrative Coordinator | 10 YR – then destroy |
| 45. K-9 Narcotic Detection Dog Training Log | K-9 Unit/ Administrative Coordinator | 15 YR – then destroy |
| 46. K-9 Patrol Retaining Form | K-9 Unit/ Administrative Coordinator | 20 YR—then destroy |
| 47. K-9 Search Report | K-9 Unit/ Administrative Coordinator | 20 YR – then destroy |
| 48. Lawsuits | Chief/Administrative Coordinator | 40 YR—then destroy |
| 49. Medical & Psychological Files | Administrative Coordinator/Chief | 40 YR – then destroy |
| 50. Memorandums of Understanding - Expired | Administrative Coordinator | 8 years after expiration- then destroy |
| 51. Missing Person Reports – Closed | Records Section | 3 YR – then destroy |
| 52. Missing Person Reports – Open | Records Section | Transferred to Missing Persons Report Closed File (Item 51) after closed |
| 53. Mutual Aid Agreements – Expired | Administrative Coordinator Chief | 8 years after expiration- then destroy |
| 54. Neighborhood Watch Records | Administrative Coordinator | 10 YR – then destroy |
| 55. No Trespass Letters | Duty Desk | 1 YR + current – then destroy |
| 56. Overtime Reports/Leave Requests | Lt. | 2 YR + current – then destroy |
| 57. Patrol Check Form | Lieutenant | Until closed – then destroy |
| 58. Patrol Monthly Inspections | Sgt. | 1 YR + Current- then destroy |
| 59. Permits -Taxi Cab, Solicitors | Code Enforcement Officer | 1 YR + current – then destroy |
| 60. Personnel Background Investigations- Hired | Administrative Coordinator | 40 YR – then destroy |
| 61. Personnel Background Investigations - Not Hired | Administrative Coordinator | 40 YR – then destroy |

| | | |
|---|---|--|
| 62. Personnel Background Investigations- Volunteers | Administrative Coordinator | 40 YR – then destroy |
| 63. Personnel Complaint Inquiries | Administrative Coordinator | 40 YR – then destroy |
| 64. Personnel Equipment/Uniform Issuance Records | Administrative Coordinator | Until separation – then destroy |
| 65. Personnel Files | Administrative Coordinator | 40 YR – then destroy (Except Personnel/Uniform Issuance Records – Item 64) |
| 66. Personnel Transfer Records | Administrative Coordinator | 40 YR – then destroy |
| 67. Police Commission Minutes | Administrative Coordinator | Retain for 4 years, then transfer to the Maryland State Archives |
| 68. Policy Development & Revisions (General & Special Orders) | Chief/Lt/ Administrative Coordinator | Retain for 3 YR, then screen and destroy with the following exception: retain for 10 years and transfer to the Maryland State Archives any materials having any administrative, legal or historical value that serves to document the origin, development, functions, and accomplishments of the agency. |
| 69. Polygraph Examination Files | Administrative Coordinator | 40 YR – then destroy |
| 70. Preliminary Breath Test Advise of Rights | Records | 3 YR – then destroy |
| 71. Preliminary Breath Test/Driving While Intoxicated | Records | 3 YR - then destroy |
| 72. Premise Check – Commercial | Records | 10 YR – then destroy |
| 73. Premise Check – Residential | Records | 10 YR – then destroy |
| 74. Press Release | Records Section | Permanent- Retain for 10 YR – then transfer to the Maryland State Archives |
| 75. Promotional Process Records | Administrative Coordinator | 40 YR – then destroy |

| | | |
|--|--------------------------------|---|
| 76. Property Destruction Authorization | Evidence Section | 40 YR – then destroy |
| 77. Property Held Form – Evidence Copy | Evidence Section | 40 YR – then destroy |
| 78. Property Held Log | Records | Retain at Duty Desk for current year, then transfer to Evidence Section. Retain in Evidence Section 3 Yrs- then destroy |
| 79. Protective Order/Peace Order Files Active | Records | Retain until closed, then transfer to Protective Order Peace Order Closed File (Item 80). |
| 80. Protective Order/Peace Order Files Closed | Records | 40 YR – then destroy |
| 81. Protective Order/Peace Order Log | Records | Retain at Duty Desk for current year, then transfer to Records Section. Retain in Records Section 3 Yrs- then destroy |
| 82. Protective Order/Peace Order Service Reports | Records | 1 YR – then destroy |
| 83. Public Information Act Requests | Administrative Coordinator | 3 YR – then destroy |
| 84. Timesheet – Weekly | Lieutenant | 2 YR + current – then destroy |
| 85. Radar Certification Bi-Annual Report | Records Section/Code Enforcer | 3 YR – then destroy |
| 86. Radar Certification of Accuracy | Records Section/ Code Enforcer | Life of Radar unit - then destroy |
| 87. Radar Repair Paperwork | Records Section/ Code Enforcer | Life of Radar unit - then destroy |
| 88. Radar/Laser Sign-Out Log | Patrol Unit/ Code Enforcer | 3 YR – then destroy |
| 89. Report Notification Forms | Administrative Coordinator | 3 YR – then destroy |
| 90. Ride Along Application | Sgt. | Retain paper records until scanned to Maryland State Archives' standards, then destroy. Retain scanned images for 40 years, then destroy. |
| 91. Secondary Employment Records | Administrative Coordinator | 40 YR, then destroy |
| 92. Sign-Off Sheets | Records Section | 2 YR + current – then destroy |
| 93. Speedometer Re-Certification | Code Enforcement Officer | 3 YR – then destroy |
| 94. Staff Inspections | Chief | 5 YR – then destroy |

| | | |
|--|----------------------------|--|
| 95. Staff Meeting Minutes | Administrative Coordinator | 4 YR + current – then destroy |
| 96. State’s Attorney Transmittal | Records Section | 1 YR + current – then destroy |
| 97. Training Attendance Rosters | Administrative Coordinator | 5 YR – then destroy |
| 98. Training Lesson Plans | Training Officer | 40 YR – then destroy |
| 99. Training Records – Individual | Administrative Coordinator | 10 YR after separation-then destroy |
| 100. Trespass Letters | Patrol Unit | 1 YR – then destroy |
| 100. Tuning Fork Certification of Accuracy | Patrol Unit | Life of Radar unit-then destroy |
| 101. Uniform Crime Reports | Records Section | 20 YR – then destroy |
| 102. Use of Personal Equipment Approval | Administrative Assistant | Until separation – then destroy |
| 103. Validation Records | Records Section | 2 YR + current – then destroy |
| 104. Vehicle Pursuit Reports | Administrative Assistant | 40 YR – then destroy |
| 105. Vehicle Seizure Files | Administrative Assistant | 5 YR – then destroy |
| 106. Vehicle Storage Logs | Administrative Assistant | Retain at Duty Desk for current year, then transfer to Records Section. Retain in Records Section 3 YR- then destroy |
| 107. Vehicle Storage Reports – Closed | Records Section | 3 YR – then destroy |
| 108. Vehicle Storage Reports – Open | Records Section | Retain until closed- then transfer to Vehicle Storage Report Closed File (Item 107) |
| 109. Voided Citation Log | Records Section | 3 YR + current – then destroy |
| 110. Warrant Sign-Out Log | Records Section | 3 YR + current – then destroy |
| 111. Warrant Transmittal | Records Section | 1 YR + current – then destroy |

- | | | |
|--|--|--|
| 112. Warrants Consists of two copies: one copy is served, and a Law Enforcement Copy is retained by the agency. | Records Section | Scan Law Enforcement Copy to Maryland State Archives standards, then destroy paper original. Retain scans for 40 YR, then destroy. |
| 113. Weapons Qualification Records | Training Officer/ Administrative Coordinator | 5 YR – then destroy |