

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

Schedule No. M344
Page 1 of 6

Agency
City of Salisbury

Division/Unit
Police Department

Item No.	Description	Retention
<p align="center"><u>THIS RECORDS RETENTION SCHEDULE SUPERSEDES THE EARLIER SCHEDULE M-220 THROUGH M-220-7 (Section A) - Administrative Division Records</u></p>		
1.	Internal Investigations Relating to Officers. Case file, handwritten notes, includes any digital media, etc.	Retain for 3 years or until the statute expires, whichever occurs sooner, then transfer to State Archives
2.	Property Inventory. Property/Evidence Forms, correspondence, Certified mail receipts, <i>excluding homicides and sexual assaults, which are covered by the Criminal Investigation Division Records (C) Item 6.</i>	Retain for 10 years and then screen annually and destroy material that no longer has any further legal, administrative, fiscal or operational value excluding records related to homicide, sexual assault or rape cases. Upon receipt of expungement order, destroy.
3.	Vehicles for Public Auction. MVA registrations, certified mail receipt title hearing notice, notice of impoundment right to reclaim vehicle.	Retain 3 years and until all audit requirements have been fulfilled, and then destroy.
4.	Grants-Federal/State/County. Proposal, budget, awards, dollar amount; quarterly reports/activity/financial, productivity sheets, correspondence, work activity sheet, purchase orders, progress Financial status reports.	Retain for life of grant plus 3 years, and then destroy.
5.	Vendor Records, invoices, purchase orders, copies of stubs, Correspondence, statement of accounts, budget change request.	Retain for 2 years and until warranty expires, then destroy.

Schedule Approved by Department, Agency, or Division Representative.
Date _____
Signature *Barbara Duncan*
Typed Name Barbara Duncan
Title Chief of Police

Schedule Authorized by State Archivist
Date 6-8-15
Signature *Timothy D. Baker*

**DEPARTMENT OF GENERAL SERVICES
RECORDS MANAGEMENT DIVISION
RECORDS RETENTION AND DISPOSAL SCHEDULE
(Continuation Sheet)**

Schedule No. *M 344*

Page **2** of **6**

Agency
City of Salisbury

Division/Unit
Police Department

Item No.	Description	Retention
6.	Travel Expense. -travel expense reports, travel requests, copies of check stubs.	Retain 2 years and then destroy
7.	Tow Company Payment Authorization, license and renewal payments, correspondence, for towed vehicle holds only.	Retain 2 years and then destroy
8.	Departmental Policies, chief memorandums, personnel orders, special orders and training bulletins	Screen annually and destroy material having no further legal, administrative, fiscal, or operational value. Retain permanently any material having historical value that serves to document the origin, development, functions and accomplishments of the agency and transfer every 3 years to the Maryland State Archives.
9.	Expungement Orders, final disposition report, etc.	Retain 3 years and until all audit requirements fulfilled, then destroy
10.	Petitions to Expunge	Retain 3 years and then destroy.
11.	Uniform Crime Reports, consisting of Maryland State Police Reports, lists of crime statistics by type of crime	Retain 3 years and until all audit requirements fulfilled, then destroy

**DEPARTMENT OF GENERAL SERVICES
RECORDS MANAGEMENT DIVISION
RECORDS RETENTION AND DISPOSAL SCHEDULE
(Continuation Sheet)**

Schedule No. **M-344**

Page **3** of **6**

Agency City of Salisbury	Division/Unit Police Department
------------------------------------	---

Item No.	Description	Retention
12.	Arrest reports: Incident report, name, address, place of arrest, date of arrest, arresting officers, reasons for arrest, photos, arrest report, Federal Bureau of Investigation Report, etc.	Retain until individual is deceased or until order of expungement, whichever is sooner, and then destroy.
13.	Interdepartmental emails, correspondences and electronic communications	Retain 120 days and then destroy
14.	Secondary employment documents	Retain one year and then destroy
15.	Ride along applications and corresponding paperwork	Retain 5 years and then destroy
16.	Maryland motor vehicle Uniform Complaint Citation	Retain for 5 years and then destroy
17.	Crime News Letters (Analytical Data)	Retain for 3 years, then transfer to State Archives
18.	Officer Issued Equipment. Listing of all equipment issued to officers, shows type of equipment, issue date, amount and date returned.	Retain until superseded or updated, then destroy
19.	Criminal History Logs	Retain 3 years and destroy
20.	Protective Orders (Active/Expired)	Retain 1 year from date of issuance and destroy
21.	Validation records, Maryland State Police Warrant Check off	Retain until entry is removed from the National Crime Information Center, then destroy
22.	File 5 (Hit Confirmations)	Retain 1 year and destroy
23.	File 14 (Administrative Messages)	Retain 1 year and destroy

**DEPARTMENT OF GENERAL SERVICES
RECORDS MANAGEMENT DIVISION
RECORDS RETENTION AND DISPOSAL SCHEDULE
(Continuation Sheet)**

Schedule No. M344

Page 4 of 6

Agency

City of Salisbury

Division/Unit

Police Department

Item No.	Description	Retention
	(Section B) - <u>Operations Division Records</u>	
1.	Maryland Automated Accident Reporting System Reports (MAARS Reports), related reports and paperwork	Non-fatal accidents: Retain for 10 years and then destroy. Fatal accidents: Retain for 10 years, and then transfer to the Maryland State Archives.
2.	City/State Ticket Book/Issue Log. Shows ticket series, issue date, name of officer, City and State log.	Retain until employment is terminated, and then destroy.
3.	Activity sheets, call for service logs, sector assignment; special assignments and roll call training materials	Retain 1 year, and then destroy.
4.	Arrest reports, vehicle impound and inventory records, custody arrest reports, supplement report, fingerprints, pictures, and log records arrest report, detention cell logs. Property/evidence, drug lab forms, District Court records and application for statement of charges, arrest warrant	Retain until individual is deceased or until an order of expungement has been received, whichever is sooner, then destroy.
5.	Maryland Safety Equipment Repair Order Warning, motor vehicle warnings	Retain 1 year and then destroy
6.	Uniform Municipal Infractions/Civil Citations, copy of ticket	Retain until individual is deceased or until an order of expungement has been received, whichever is sooner, then destroy.
7.	Offense reports, supplements and case files with dispositions, <u>excluding homicides and sexual assaults, which are covered by the Criminal Investigation Division Records (C) Item 6.</u>	Retain 10 years and destroy
8.	In-Car audio/video recordings	Retain 120 days and then destroy
9.	Body worn camera audio/video/still image recordings	Retain 120 days and then destroy

**DEPARTMENT OF GENERAL SERVICES
RECORDS MANAGEMENT DIVISION
RECORDS RETENTION AND DISPOSAL SCHEDULE
(Continuation Sheet)**

Schedule No. M344

Page **5** of **6**

Agency
City of Salisbury

Division/Unit
Police Department

Item No.	Description	Retention
(Section C) - <u>Criminal Investigation Division Records</u>		
1.	Subject Records. -Correspondence, Criminal Investigation Division computers, City Departments, mounted patrol, personnel training, policies, patrol liquor board reports, payroll, seized property files, mutual aid agreements, general orders, etc.	Screen annually and destroy material that no longer is needed for current business with the following exception: Transfer to the Maryland State Archives for permanent retention any material that serves to document the origin, development and accomplishments of the office and has any continuing administrative, legal, fiscal or historical value.
2.	Case records, case files maintained by each detective. Notes, complaint forms, supplement form, witness reports, 911 recordings, victim statements, property evidence report, <i>excluding homicides and sexual assaults, which are covered by Criminal Investigation Division Records (C) Item 6.</i>	Retain for 10 years and then screen annually and destroy material that no longer has any further legal, administrative, fiscal or operational value.
3.	Press Releases	Retain for 5 years and then transfer to the Maryland State Archives.
4.	Files/records associated with criminal intelligence	Non-permanent: Retain 5 years, then screen annually and destroy records with no further administrative, fiscal, or legal value.
5.	Criminal Informant Files and records associated with the files	Retain for 99 years and then transfer to the Maryland State Archives.
6.	Complete homicide, rape and sexual assault investigation files and related evidence and any digital media.	Retain for 99 years and then transfer to the Maryland State Archives.

**DEPARTMENT OF GENERAL SERVICES
RECORDS MANAGEMENT DIVISION
RECORDS RETENTION AND DISPOSAL SCHEDULE
(Continuation Sheet)**

Schedule No. M344
Page 6 of 6

Agency: City of Salisbury Division/Unit: Police Department

Item No.	Description	Retention
	<p>(Section D) - <u>Training and Recruitment Division Records</u></p>	
1.	<p>Training records, full-time employees, correspondence, training test scores, and certifications, application for courses, field training evaluation program, and instructor certification application.</p>	<p>Retain for 10 years after separation from agency, and then destroy.</p>
2.	<p>Hired Personnel Records/Background - Full-time. - 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 and medical psychological fitness examination results</p>	<p>Retain for 10 years after separation from agency, and then destroy.</p>
3.	<p>Personnel Records of applicants only, both sworn and civilian, background investigations, which may contain copies of certificates, diplomas and correspondence. Background files may also include pre-employment data, personal history questionnaire, credit report, polygraph examination report and questionnaire, computer voice stress test report and questionnaire, fingerprints, results of medical examinations, results of emotional stability and psychological fitness examinations.</p>	<p>Retain 10 years and destroy</p>