

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

Schedule No. M163A1

Page 1 of 1

Agency
City of Frederick

Division/Unit
Police / Personnel Unit

Item No.	Description	Retention
21	<p>"Amendment: Supersedes Schedule M163A Item 21"</p> <p>Personnel Files – employees.....</p>	<p>Enter relevant information into employees' service record via computer database/software program.</p> <p>Retain hard copy for 3 years after termination of employment and then destroy.</p>
21.A	<p>Employee Service Records – information captured in data base format showing an employee's work history: hire date, transfer date, promotion date, awards, certificates, certifications, training history, weapons qualification scores, issued uniforms and equipment, etc.</p>	<p>Archive service records in computer database/software program. Retain for 25 years after separation of employment then destroy.</p>

Schedule Approved by Department, Agency, or Division Representative.

Date: 04/09/2015

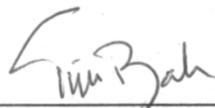
Signature: _____

Typed Name: Capt. Patrick Grossman

Title: Acting Chief of Police

Schedule Authorized by State Archivist

Date: 6-24-15

Signature: 

<p>Instructions –Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)</p>	<p>DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 410-799-1930</p>	<p>AGENCY RECORDS INVENTORY</p> <p>PAGE <u>1</u> OF <u>2</u></p>
<p>1. Department/Agency The City of Frederick</p>	<p>2. Division Police</p>	<p>3. Unit Personnel Unit</p>
<p>DEFINITION: RECORD SERIES: A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.</p>		
<p>4. Record Series Title Police Personnel Unit</p>	<p>5. Earliest Year/Latest Year <u>All years</u></p>	
<p>6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) Schedule 136A covers documents handled by the police department Personnel Unit. This includes employment applications, background investigation files, employee personnel files, service records, promotion process documents, employee medical records, annual reports, recruiting literature, etc. We are seeking revisions to Item 21 – Personnel Files – employees and the creation of Item 21.A – Employee Service Records. See the attached proposed revised schedule for more information on each item.</p>		
<p>7. Record Series Format(s) List all</p> <p><input checked="" type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm</p> <p><input checked="" type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape</p> <p><input type="checkbox"/> Audio Tape <input type="checkbox"/> Floppy Disk</p> <p><input type="checkbox"/> Bound Book <input type="checkbox"/> Video Tape</p> <p><input type="checkbox"/> Other (specify) _____</p>	<p>8. Record Series Sequence</p> <p><input type="checkbox"/> Alphabetical</p> <p><input type="checkbox"/> Numerical</p> <p><input checked="" type="checkbox"/> Chronological</p> <p><input type="checkbox"/> Geographical</p> <p><input type="checkbox"/> Other (specify) _____</p>	<p>9. Volume</p> <p>Number _____</p> <p><input checked="" type="checkbox"/> File Drawer(s)</p> <p><input type="checkbox"/> Microfilm Reel(s)</p> <p><input type="checkbox"/> Computer Tape(s)</p> <p><input type="checkbox"/> Other (specify) _____</p> <p>10. Annual Accumulation</p> <p><u>0 to 10 - It varies depending on the number of personnel who terminate employment</u></p> <p>Number _____</p> <p><input checked="" type="checkbox"/> File Drawer(s)</p> <p><input type="checkbox"/> Microfilm Reel(s)</p> <p><input type="checkbox"/> Computer Tape(s)</p> <p><input type="checkbox"/> Other (specify) _____</p>
<p>11. File is Used</p> <p><input checked="" type="checkbox"/> Daily <input checked="" type="checkbox"/> Weekly <input checked="" type="checkbox"/> Monthly <input checked="" type="checkbox"/> Annually</p>	<p>12. File Becomes Inactive After</p> <p><u>3 years after termination of employment</u></p> <p>Number _____ <input type="checkbox"/> Month(s) <input checked="" type="checkbox"/> Year(s)</p>	
<p>13. Current Location(s) (Bldg., Floor, Room)</p> <p>Police Headquarters / Personnel Unit File Room</p>	<p>14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)</p> <p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>	
<p>15. Access Restrictions (If Yes, cite Law(s) & Regulation(s))</p> <p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Police Department Special Operating Procedure SSD-008</p>	<p>16. Audit Requirements</p> <p><input type="checkbox"/> None <input checked="" type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independent</p> <p>The Maryland Police and Correctional Training Commission requires we maintain certain document for two-years after the employee completes initial training.</p>	
<p>17. Is an Index System used? If yes, explain briefly and describe requirements</p> <p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>	<p>18. Recommended Retention</p> <p>Retain for 3 years after termination of employment and then destroy</p>	
<p>19. Name and Title of Preparer</p> <p>A/Lt. Thomas Tokarz</p>	<p>20. Telephone Number</p> <p>301-600-1240</p>	<p>21. Date</p> <p>4/9/2015</p>

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<p>13. Current Location(s) (Bldg., Floor, Room)</p> <p>Secure Computer Network</p>			<p>14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)</p> <p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>		
<p>15. Access Restrictions (If Yes, cite Law(s) & Regulation(s))</p> <p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Police Department Special Operating Procedure SSD-008</p>			<p>16. Audit Requirements</p> <p><input checked="" type="checkbox"/> None <input type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independent</p>		
<p>17. Is an Index System used? If yes, explain briefly and describe requirements</p> <p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>			<p>18. Recommended Retention</p> <p>Retain for 25 years after termination of employment and then destroy</p>		
<p>19. Name and Title of Preparer</p> <p>A/Lt. Thomas Tokarz</p>		<p>20. Telephone Number</p> <p>301-600-1240</p>		<p>21. Date</p> <p>5/22/2015</p>	