

RECORDS INVENTORY AND RETENTION SCHEDULE COVER SHEET

Schedule Number <small>(To be completed by DGS/Records Management Division)</small>	m 439
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Agency Information

Department / Agency	Gaithersburg Police Department
Division / Unit	Entire Department
Mission Statement/Link to division/unit website	The mission of the Gaithersburg Police Department is to provide the highest quality police service; protect life and property, enforce Maryland laws and City ordinances, and protect the rights of all people.

Schedule Information

Supersedes Schedule(s)	Schedule #: M301 dated 2014
Amends Schedule(s)	N/A

Preparer Information

Name of Preparer	JoAnn Richards
Title of Preparer	Systems Support Manager
Preparer Email Address	Joann.richards@gaitthersburgmd.gov
Preparer Telephone Number	240-805-1820
Date	

Agency Approval

Name of Agency Director	Mark P. Sroka, Chief of Police
Agency Director Signature	<i>Mark Sroka</i>
Date	1-10-20

State Archivist Approval

State Archivist Signature	<i>James D. Beltr</i>
Date	2-18-2020

DEPARTMENT OF GENERAL SERVICES
 RECORDS MANAGEMENT DIVISION
 RECORDS INVENTORY AND RETENTION SCHEDULE

Schedule No. **M439**
 (To be completed by DGS/Records Management Division)

Records Series Title: General Correspondence

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Record Series Content	Internal and/or external correspondence. Correspondence integral to another series is located in that records series rather than in this General Correspondence series.
Record Series Function	Documents correspondence and communication of the department that are not integral to another series/topic.
Organization/Arrangement	Chronological and by topic.
Indexing System	Chronological
Restrictions (Law or Regulation Citation)	none
Formats (bound book, microfilm, pdf, tif, etc.)	Paper/Digital
Volume (file drawers, gigabytes, etc.)	Paper: Approx. (3) drawers of file cabinet Digital: Approx. or less than (1) TB
Annual Accumulation (file drawers, gigabytes, etc.)	Paper: less than (1) drawer Digital: less than 10GB
Current Location	<u>Paper:</u> Administrative Support Services file cabinet <u>Digital:</u> Appropriate S: Drive or Originator's or H: Drive
Audit Requirements	N/A
Date Span	2000 to 2019
Completeness /Gaps	complete

Schedule Item Number	1.1.0
Retention	Retain for 1 year and no longer needed to support business of the department, then destroy.
Justification for Permanent Retention	N/A

DEPARTMENT OF GENERAL SERVICES
RECORDS MANAGEMENT DIVISION
RECORDS INVENTORY AND RETENTION SCHEDULE

Schedule No. **M439**
(To be completed by DGS/Records Management Division)

Records Series Title: GENERAL PARKING AND
CAMERA ENFORCEMENT CORRESPONDENCE

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Record Series Content	Correspondence or other communication regarding matters of parking and speed camera enforcement that do not fall under any other applicable or specific records series.
Record Series Function	Documentation of correspondence and communication involving parking and parking enforcement matters
Organization/Arrangement	Chronologically
Indexing System	none
Restrictions (Law or Regulation Citation)	None
Formats (bound book, microfilm, pdf, tif, etc.)	Paper/ Digital
Volume (file drawers, gigabytes, etc.)	Paper: approx. (4) file cabinet drawers Digital (on-site): approx. less than 2 GB
Annual Accumulation (file drawers, gigabytes, etc.)	Paper: approx. (1) file cabinet drawer Digital (on-site): approx. 500 MB
Current Location	<u>Paper:</u> Traffic Supervisor's office <u>Digital:</u> S:Police/Admin Support Services/Complus
Audit Requirements	N/A
Date Span	2014- 2019
Completeness /Gaps	complete

Schedule Item Number	1.2.0
Retention	Retain for the calendar year in which it was received, plus an additional 4 years, then destroy.
Justification for Permanent Retention	N/A

DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION RECORDS INVENTORY AND RETENTION SCHEDULE	Schedule No. M439 (To be completed by DGS/Records Management Division)
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Records Series Title: Permanent Parking Permits	Page 3 of 82
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Record Series Content	Requests from City Residents only asking for permanent parking permit(s)
Record Series Function	Documents requests for permanent parking permits
Organization/ Arrangement	By street name and house number
Indexing System	None
Restrictions (Law or Regulation Citation)	None
Formats (bound book, microfilm, pdf, tif, etc.)	Paper/ Digital
Volume (file drawers, gigabytes, etc.)	Paper: approx. (1) file cabinet drawer Digital: approx. 250 MB
Annual Accumulation (file drawers, gigabytes, etc.)	Paper: less than 1/8 of a file drawer Digital: less than 50MB
Current Location	<u>Paper:</u> Filing Cabinet in Administrative Services Support area. <u>Digital:</u> S:Police/ Admin Support Services/ Parking/ Residential Parking Program
Audit Requirements	N/A
Date Span	2016 - 2019
Completeness /Gaps	complete

Schedule Item Number	1.2.1
Retention	Retain 50 years or until returned by permit holder , whichever is sooner, then destroy.
Justification for Permanent Retention	N/A

DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION RECORDS INVENTORY AND RETENTION SCHEDULE	Schedule No. <i>M439</i> (To be completed by DGS/Records Management Division)
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Records Series Title: CITIZEN CORRESPONDENCE - PARKING VIOLATIONS	Page 4 of 82
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Record Series Content	Correspondence regarding requests for court, voidance or waivers, complaints for tickets issued in error, or any other documents related to parking violations.
Record Series Function	Documentation of correspondence and communication involving parking violations
Organization/ Arrangement	Chronologically by year and month
Indexing System	None
Restrictions (Law or Regulation Citation)	none
Formats (bound book, microfilm, pdf, tif, etc.)	Paper/Digital
Volume (file drawers, gigabytes, etc.)	Paper: approx.. (1) file cabinet drawer Digital: approx. 500 MB
Annual Accumulation (file drawers, gigabytes, etc.)	Paper: approx. 1/8 file drawer Digital: approx. 25 MB
Current Location	<u>Paper:</u> Traffic Supervisor's Office <u>Digital:</u> Traffic Supervisor's H: Drive and S:Police/Admin Support Services/ Parking
Audit Requirements	N/A
Date Span	Paper: 2013-2019 Digital: 2013-2019
Completeness /Gaps	Complete

Schedule Item Number	1.2.2
Retention	<u>Paper & Digital:</u> Retain 1 year plus the current year in which issued and no longer needed to support business of the department, then destroy.
Justification for Permanent Retention	

DEPARTMENT OF GENERAL SERVICES
 RECORDS MANAGEMENT DIVISION
 RECORDS INVENTORY AND RETENTION SCHEDULE

Schedule No. **m489**
 (To be completed by DGS/Records Management Division)

Records Series Title: CITIZEN
 CORRESPONDENCE - SPEED CAMERA
 VIOLATIONS

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Record Series Content	Correspondence regarding requests for court, voidance or waivers, complaints for tickets issued in error, or any other documents related to speed camera violations
Record Series Function	Documentation of correspondence and communication involving Speed Cameras and Speed Camera violations.
Organization/Arrangement	Chronological by year and month
Indexing System	None
Restrictions (Law or Regulation Citation)	None
Formats (bound book, microfilm, pdf, tif, etc.)	Paper
Volume (file drawers, gigabytes, etc.)	Paper: approx. (1) file cabinet drawer
Annual Accumulation (file drawers, gigabytes, etc.)	Less than a file cabinet drawer
Current Location	<u>Paper</u> : Traffic Supervisor's office
Audit Requirements	N/A
Date Span	2009- 2019
Completeness /Gaps	complete

Schedule Item Number	1.2.3
Retention	Retain 1 year plus the current year in which issued and no longer needed for business of the department, then destroy.
Justification for Permanent Retention	

DEPARTMENT OF GENERAL SERVICES
 RECORDS MANAGEMENT DIVISION
 RECORDS INVENTORY AND RETENTION SCHEDULE

Schedule No. **M439**
 (To be completed by DGS/Records Management Division)

Records Series Title: Reimbursement Of Parking Tickets	Page 6 of 82
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Record Series Content	The reimbursement of funds when a parking violation is voided after being paid.
Record Series Function	Documentation involving parking violation reimbursement matters
Organization/Arrangement	Parking ticket number and Last name
Indexing System	None
Restrictions (Law or Regulation Citation)	None
Formats (bound book, microfilm, pdf, tif, etc.)	Digital
Volume (file drawers, gigabytes, etc.)	Digital: Under 10 MB
Annual Accumulation (file drawers, gigabytes, etc.)	Digital: Approx. 1 MB
Current Location	<u>Digital</u> : S:Police/Admin Support Services/Parking/Reimbursement
Audit Requirements	N/A
Date Span	2014-2019
Completeness /Gaps	complete

Schedule Item Number	1.2.4
Retention	Retain for 5 year and no longer needed for business of the department, then destroy.
Justification for Permanent Retention	

DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION RECORDS INVENTORY AND RETENTION SCHEDULE	Schedule No. <u>M439</u> (To be completed by DGS/Records Management Division)
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Records Series Title: GENERAL RECRUITING AND HIRING CORRESPONDENCE	Page 7 of 82
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Record Series Content	Correspondence or other communication regarding matters of recruiting and hiring that do not fall under any other applicable or specific record series.
Record Series Function	Documentation of correspondence or communication involving recruiting and hiring for the department.
Organization/ Arrangement	Chronologically
Indexing System	none
Restrictions (Law or Regulation Citation)	None
Formats (bound book, microfilm, pdf, tif, etc.)	Paper/ Digital
Volume (file drawers, gigabytes, etc.)	Paper: Approx. 1 drawer Digital: Approx. 100 MB
Annual Accumulation (file drawers, gigabytes, etc.)	Paper: less than (1) drawer Digital: less than (5) MB
Current Location	<u>Paper:</u> Originator's files <u>Digital:</u> Appropriate S: Drive or Originator's H: Drive
Audit Requirements	N/A
Date Span	2000-2019
Completeness/Gaps	Complete

Schedule Item Number	1.3.0
Retention	Retain 3 years and no longer needed for business of the department, then destroy.
Justification for Permanent Retention	N/A

DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION RECORDS INVENTORY AND RETENTION SCHEDULE	Schedule No. <i>M439</i> (To be completed by DGS/Records Management Division)
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Records Series Title: Pre-Employment Records	Page 8 of 82
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Record Series Content	Includes but not limited to applications for employment, confidential questionnaires, physical fitness, medical, drug, psychological, and written tests, oral interviews, background investigations, truth verification testing, and/or any other documentation retained on candidates for employment.
Record Series Function	Documentation of pre-hire background investigations.
Organization/Arrangement	Chronological and by name
Indexing System	None
Restrictions (Law or Regulation Citation)	HIPPA, MD Annotated Code General Provisions Article 4-311
Formats (bound book, microfilm, pdf, tif, etc.)	Paper
Volume (file drawers, gigabytes, etc.)	Approx. (1) Large with multiple filing cabinet drawers
Annual Accumulation (file drawers, gigabytes, etc.)	Less than (1) drawer
Current Location	Locked filing cabinet in Special Operations Area
Audit Requirements	N/A
Date Span	1965-2019
Completeness /Gaps	complete

Schedule Item Number	1.3.2
Retention	(Hired) retain 10 years from date of separation from the Department, then destroy. (Not hired) retain 4 years plus the current year in which the applicant applied, then destroy.
Justification for Permanent Retention	n/a

DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION RECORDS INVENTORY AND RETENTION SCHEDULE	Schedule No. M439 (To be completed by DGS/Records Management Division)
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Records Series Title: Recruiting Campaigns	Page 9 of 82
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Record Series Content	Any materials or records related to the recruitment activities of the Department
Record Series Function	Historical records related to the recruitment activities of the Department
Organization/ Arrangement	Chronological by recruiting campaign
Indexing System	None
Restrictions (Law or Regulation Citation)	None
Formats (bound book, microfilm, pdf, tif, etc.)	Digital
Volume (file drawers, gigabytes, etc.)	Approx..10 MB
Annual Accumulation (file drawers, gigabytes, etc.)	Approx. 2 MB
Current Location	<u>Digital</u> : S:Police/Admin Support Services/Recruitment
Audit Requirements	N/A
Date Span	2013-2019
Completeness /Gaps	None

Schedule Item Number	1.3.3
Retention	Retain 3 years, then screen annually, and destroy material that is no longer needed to support the current or continuing business of the department.
Justification for Permanent Retention	

DEPARTMENT OF GENERAL SERVICES
 RECORDS MANAGEMENT DIVISION
 RECORDS INVENTORY AND RETENTION SCHEDULE

Schedule No. **M439**
 (To be completed by DGS/Records Management Division)

Records Series Title: GENERAL PERSONNEL
 RECORDS CORRESPONDENCE

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Record Series Content	Correspondence or other communication regarding General Personnel matters that do not fall under any other specified in applicable or specific record series
Record Series Function	Documentation of correspondence and communication involving personnel records
Organization/ Arrangement	Chronologically and by personnel name
Indexing System	none
Restrictions (Law or Regulation Citation)	None
Formats (bound book, microfilm, pdf, tif, etc.)	Paper/ Digital
Volume (file drawers, gigabytes, etc.)	Paper: approx. (1) folder Digital: approx. 25 MB
Annual Accumulation (file drawers, gigabytes, etc.)	Paper: approx. (1) folder or less Digital: approx. 5 MB or less
Current Location	<u>Paper:</u> Originator's files <u>Digital:</u> Appropriate S: Drive or Originator's H: Drive
Audit Requirements	N/A
Date Span	2015- 2019
Completeness/Gaps	complete

Schedule Item Number	1.4.0
Retention	Retain 3 years and no longer needed for business of the department, then destroy.
Justification for Permanent Retention	N/A

DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION RECORDS INVENTORY AND RETENTION SCHEDULE	Schedule No. <i>M439</i> (To be completed by DGS/Records Management Division)
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Records Series Title: Personnel Files	Page 11 of 82
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Record Series Content	Contains, but not limited to, oaths of office, commendation letters & award certificates, performance evaluations (prior to 2018) and other documents typically associated with the employment of individual Department employees.
Record Series Function	Documents involving an employee's work history
Organization/ Arrangement	Organized by employee last name, first name
Indexing System	None
Restrictions (Law or Regulation Citation)	MD Annotated Code General Provisions Article 4-311
Formats (bound book, microfilm, pdf, tif, etc.)	Paper
Volume (file drawers, gigabytes, etc.)	approx. (2) large file cabinets.
Annual Accumulation (file drawers, gigabytes, etc.)	Less than (1) drawer
Current Location	Current employee files stored in Chief's Office. Separated employees' files are stored in a secured filing cabinet in the Police Station.
Audit Requirements	N/A
Date Span	1975-2019
Completeness /Gaps	complete

Schedule Item Number	1.4.1
Retention	<u>Paper</u> : Retain 10 years after separation from the Department, then destroy.
Justification for Permanent Retention	N/A

**DEPARTMENT OF GENERAL SERVICES
RECORDS MANAGEMENT DIVISION
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Schedule No. **M439**
(To be completed by DGS/Records Management Division)

Records Series Title: Personnel Orders	Page 12 of 82
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Record Series Content	Formal records that document changes in an employee's status, assignment or position within the Department
Record Series Function	Documentation of changes in an employee's status or position
Organization/ Arrangement	Personnel Order Number
Indexing System	None
Restrictions (Law or Regulation Citation)	none
Formats (bound book, microfilm, pdf, tif, etc.)	Digital
Volume (file drawers, gigabytes, etc.)	Approx. 100MB
Annual Accumulation (file drawers, gigabytes, etc.)	Approx. 5MB
Current Location	PowerDMS
Audit Requirements	N/A
Date Span	2015-2019
Completeness /Gaps	Complete

Schedule Item Number	1.4.3
Retention	Retain 50 years and no longer needed for business of the department, then destroy.
Justification for Permanent Retention	N/A

DEPARTMENT OF GENERAL SERVICES
 RECORDS MANAGEMENT DIVISION
 RECORDS INVENTORY AND RETENTION SCHEDULE

Schedule No. **M439**
 (To be completed by DGS/Records Management Division)

Records Series Title: **Overtime Approvals** Page 13 of 82

Record Series Content	Documentation regarding the request and approval of overtime to include other supporting documentation
Record Series Function	Overtime documentation and approvals
Organization/ Arrangement	Chronologically
Indexing System	None
Restrictions (Law or Regulation Citation)	none
Formats (bound book, microfilm, pdf, tif, etc.)	Digital
Volume (file drawers, gigabytes, etc.)	Approx. 100 MB
Annual Accumulation (file drawers, gigabytes, etc.)	Approx. 10 MB
Current Location	<u>Digital</u> : S:Police/ Overtime Officers
Audit Requirements	N/A
Date Span	2014- 2019
Completeness /Gaps	complete

Schedule Item Number	1.4.5
Retention	Retain 4 years plus the current year in which the request was received, then delete.
Justification for Permanent Retention	N/A

DEPARTMENT OF GENERAL SERVICES
 RECORDS MANAGEMENT DIVISION
 RECORDS INVENTORY AND RETENTION SCHEDULE

Schedule No. M439
 (To be completed by DGS/Records Management Division)

Records Series Title: Volunteer Personnel Files

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Record Series Content	Any/all records related to interns and volunteers
Record Series Function	Documentation of volunteers and interns
Organization/ Arrangement	by Last name, first name
Indexing System	None
Restrictions (Law or Regulation Citation)	None
Formats (bound book, microfilm, pdf, tif, etc.)	Paper/ Digital
Volume (file drawers, gigabytes, etc.)	Paper: Approx. (1) Drawer Digital: Approx. 100MB
Annual Accumulation (file drawers, gigabytes, etc.)	Paper: less than 1/8 drawer Digital: Approx. 5MB
Current Location	<u>Paper</u> : Locked filing cabinet in Administrative Services Support area <u>Digital</u> : S:Police/ Admin Support Services/Volunteer-Interns
Audit Requirements	None
Date Span	2017-2019
Completeness/Gaps	complete

Schedule Item Number	1.4.6
Retention	<u>Paper</u> : Paper: Upon separation from the department, scan to MSA standards, then destroy. <u>Digital</u> : Retain 10 years after separation from the Department, then destroy
Justification for Permanent Retention	N/A

DEPARTMENT OF GENERAL SERVICES
 RECORDS MANAGEMENT DIVISION
 RECORDS INVENTORY AND RETENTION SCHEDULE

Schedule No. **M439**
 (To be completed by DGS/Records Management Division)

Records Series Title: OUTSIDE AGENCY REQUESTS
 FOR EMPLOYEE, FORMER EMPLOYEE AND
 APPLICANT INFORMATION

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Record Series Content	Documentation regarding the request for and response from the Department to an authenticated outside agency
Record Series Function	Documentation the request for and response from the Department to an authenticated outside agency
Organization/ Arrangement	Chronological by year
Indexing System	None
Restrictions (Law or Regulation Citation)	None
Formats (bound book, microfilm, pdf, tif, etc.)	Paper
Volume (file drawers, gigabytes, etc.)	Approx. (1) drawer
Annual Accumulation (file drawers, gigabytes, etc.)	Less than 1/8 th drawer
Current Location	Secured cabinet in Administrative Services Area
Audit Requirements	None
Date Span	2016 thru 2020
Completeness/Gaps	complete

Schedule Item Number	1.4.7
Retention	Retain 4 years plus the current year in which the request was received, then destroy
Justification for Permanent Retention	N/A

DEPARTMENT OF GENERAL SERVICES
 RECORDS MANAGEMENT DIVISION
 RECORDS INVENTORY AND RETENTION SCHEDULE

Schedule No. **M439**
 (To be completed by DGS/Records Management Division)

Records Series Title: GENERAL PERFORMANCE,
 CONDUCT, RECOGNITION AND DISCIPLINE
 CORRESPONDENCE

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Record Series Content	Correspondence or other communication regarding matters of general performance, conduct, recognition and discipline that do not fall under any other applicable or specific record series.
Record Series Function	Documentation of correspondence about performance, conduct, recognition and discipline of department employee
Organization/ Arrangement	Chronologically
Indexing System	none
Restrictions (Law or Regulation Citation)	None
Formats (bound book, microfilm, pdf, tif, etc.)	Paper/ Digital
Volume (file drawers, gigabytes, etc.)	Paper: less than (1) drawer Digital: less than 100MB
Annual Accumulation (file drawers, gigabytes, etc.)	Paper: less than 1/8 th of a drawer Digital: Approx. 5MB
Current Location	<u>Paper:</u> Originator's files <u>Digital:</u> Appropriate S: Drive or Originator's H: Drive
Audit Requirements	N/A
Date Span	2010- 2019
Completeness/Gaps	complete

Schedule Item Number	1.5.0
Retention	Retain 3 years and no longer needed for business of the department, then destroy.
Justification for Permanent Retention	N/A

DEPARTMENT OF GENERAL SERVICES
 RECORDS MANAGEMENT DIVISION
 RECORDS INVENTORY AND RETENTION SCHEDULE

Schedule No. **M439**
 (To be completed by DGS/Records Management Division)

Records Series Title: Personnel Early Warning System (PEWS) Page 17 of 82

Record Series Content	Records related to the tracking and reviewing of incidents to identify and assess employee performance and provide intervention where appropriate
Record Series Function	Documentation used to help assess potential risk incidents
Organization/Arrangement	Organized by employee last name, first name
Indexing System	None
Restrictions (Law or Regulation Citation)	MD Annotated Code General Provisions Article 4-311
Formats (bound book, microfilm, pdf, tif, etc.)	Paper/Digital
Volume (file drawers, gigabytes, etc.)	Paper: Approx. (1) file cabinet Digital: Approx. 100 MB
Annual Accumulation (file drawers, gigabytes, etc.)	Paper: Approx. less than (1) file cabinet drawer Digital: Approx. less than 10 MB
Current Location	<u>Paper:</u> Secured file cabinet in Training Coordinator's Office <u>Digital:</u> Training Coordinator's "H" Drive
Audit Requirements	N/A
Date Span	2010-2019
Completeness /Gaps	complete

Schedule Item Number	1.5.3
Retention	Retain for 3 years after separation from the Department, then destroy
Justification for Permanent Retention	N/A

DEPARTMENT OF GENERAL SERVICES
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Schedule No. **M439**
 (To be completed by DGS/Records Management Division)

Records Series Title: Performance Documentation Page 18 of 82

Record Series Content	Supervisory notes, including remedial action form 26.1.4-a, where supervisory counseling and corrective action are necessary and appropriate, but for which an entry into the employee's personnel file is not deemed necessary.
Record Series Function	Supervisory documentation of an employee
Organization/ Arrangement	Chronologically by employee last, first name
Indexing System	None
Restrictions (Law or Regulation Citation)	None
Formats (bound book, microfilm, pdf, tif, etc.)	Paper
Volume (file drawers, gigabytes, etc.)	Less than (1) file drawer
Annual Accumulation (file drawers, gigabytes, etc.)	Less than (1) file drawer
Current Location	<u>Paper</u> : Applicable Shift Supervisory Files
Audit Requirements	None
Date Span	2018-2019
Completeness /Gaps	Complete

Schedule Item Number	1.5.4
Retention	Retain for the 1-year performance evaluation established for each employee, then destroy
Justification for Permanent Retention	N/A

DEPARTMENT OF GENERAL SERVICES
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Schedule No. **M439**
 (To be completed by DGS/Records Management Division)

Records Series Title: Internal Affairs Investigations	Page 19 of 82
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Record Series Content	Documentation and investigative materials associated with internal or external complaints/charges filed and/or initiated against Department personnel
Record Series Function	Documentation of internal affairs investigations
Organization/Arrangement	Chronologically, by assigned Internal Affairs Investigation Number
Indexing System	None
Restrictions (Law or Regulation Citation)	Maryland General Provisions Code Ann., Sec. 4-311 or Sec. 4-351.
Formats (bound book, microfilm, pdf, tif, etc.)	Paper
Volume (file drawers, gigabytes, etc.)	(1) File cabinet w/ 4 drawers
Annual Accumulation (file drawers, gigabytes, etc.)	Approx.. less than a drawer
Current Location	Secured file cabinet in Internal Affairs Office
Audit Requirements	N/A
Date Span	2000 to current
Completeness /Gaps	Complete

Schedule Item Number	1.5.5
Retention	Retain for 10 years after separation from the Department, then destroy
Justification for Permanent Retention	N/A

DEPARTMENT OF GENERAL SERVICES
 RECORDS MANAGEMENT DIVISION
 RECORDS INVENTORY AND RETENTION SCHEDULE

Schedule No. **M439**
 (To be completed by DGS/Records Management Division)

Records Series Title: GENERAL PROMOTIONAL
 PROCESS CORRESPONDENCE

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Record Series Content	Correspondence or other communication regarding matters of the general promotional process that do not fall under any other applicable or specific record series
Record Series Function	Documentation of communication and correspondence of the promotional process for the department.
Organization/ Arrangement	Chronologically, by promotional process date
Indexing System	none
Restrictions (Law or Regulation Citation)	None
Formats (bound book, microfilm, pdf, tif, etc.)	Paper/ Digital
Volume (file drawers, gigabytes, etc.)	Paper: less than (1) drawer Digital: less than 100 MB
Annual Accumulation (file drawers, gigabytes, etc.)	Paper: less than (1) drawer Digital: less than 5 MB
Current Location	<u>Paper:</u> Originator's files <u>Digital:</u> Appropriate S: Drive or Originator's H: Drive
Audit Requirements	N/A
Date Span	2015-2019
Completeness/Gaps	complete

Schedule Item Number	1.6.0
Retention	Retain 5 year and no longer needed for business of the department, then destroy.
Justification for Permanent Retention	N/A

DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION RECORDS INVENTORY AND RETENTION SCHEDULE	Schedule No. <u>M439</u> (To be completed by DGS/Records Management Division)
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Records Series Title: Promotional Process Files	Page 21 of 82
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Record Series Content	Eligibility list, tests, and other material related to the promotion process of sworn personnel.
Record Series Function	Documentation of the Department's promotional processes
Organization/Arrangement	Chronologically, by promotional process year, if conducted
Indexing System	None
Restrictions (Law or Regulation Citation)	None
Formats (bound book, microfilm, pdf, tif, etc.)	Paper
Volume (file drawers, gigabytes, etc.)	(1) File cabinet with 4 drawers
Annual Accumulation (file drawers, gigabytes, etc.)	Less than (1) file cabinet drawer
Current Location	<u>Paper</u> : Secured in locked cabinet in station
Audit Requirements	N/A
Date Span	2015-2019
Completeness /Gaps	Complete

Schedule Item Number	1.6.1
Retention	Retain 5 years and no longer needed for business of the department, then destroy.
Justification for Permanent Retention	N/A

DEPARTMENT OF GENERAL SERVICES
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Schedule No. **M439**
 (To be completed by DGS/Records Management Division)

Records Series Title: General Training Correspondence Page 22 of 82

Record Series Content	Correspondence or other communication regarding matters of general training that do not fall under any other applicable or specific record series.
Record Series Function	Documentation of correspondence for departmental training
Organization/Arrangement	Chronologically
Indexing System	None
Restrictions (Law or Regulation Citation)	None
Formats (bound book, microfilm, pdf, tif, etc.)	Paper/ Digital
Volume (file drawers, gigabytes, etc.)	Paper: less than (1) drawer Digital: less than 100 MB
Annual Accumulation (file drawers, gigabytes, etc.)	N/A Paper: less than (1) drawer Digital: less than 5 MB
Current Location	<u>Paper</u> : Originator's files <u>Digital</u> : Appropriate S: Drive or Originator's H: Drive
Audit Requirements	N/A
Date Span	2008-2019
Completeness/Gaps	complete

Schedule Item Number	1.7.0
Retention	Retain 3 years and no longer needed for business of the department, then destroy.
Justification for Permanent Retention	N/A

DEPARTMENT OF GENERAL SERVICES
 RECORDS MANAGEMENT DIVISION
 RECORDS INVENTORY AND RETENTION SCHEDULE

Schedule No. **M439**
 (To be completed by DGS/Records Management Division)

Records Series Title: Employee Training Records Page 23 of 82

Record Series Content	Records include, but not limited to, MD State required training and certification, Department required training and certification, entry level and field training (such as Field Training Officer's (FTO) handbook and daily observation records), any additional training not provided by the department, and any letters or certificates of completed or attended training.
Record Series Function	Documentation of an employee's training
Organization/ Arrangement	Organized by employee last name
Indexing System	None
Restrictions (Law or Regulation Citation)	none
Formats (bound book, microfilm, pdf, tif, etc.)	Paper/ Digital
Volume (file drawers, gigabytes, etc.)	Paper: approx. (1) file cabinet with 3 drawers Digital: Appro. (3) GB
Annual Accumulation (file drawers, gigabytes, etc.)	Paper: less than (1) drawer Digital: less than 200 MB
Current Location	<u>Paper:</u> Secured in locked cabinet in station <u>Digital:</u> Shared (S:)/Police/Training Documents
Audit Requirements	2008-2019
Date Span	2000 - 2019
Completeness/Gaps	complete

Schedule Item Number	1.7.1
Retention	Paper/Digital: records, retain 10 years after separation from the Department, then destroy
Justification for Permanent Retention	N/A

DEPARTMENT OF GENERAL SERVICES
 RECORDS MANAGEMENT DIVISION
 RECORDS INVENTORY AND RETENTION SCHEDULE

Schedule No. **M439**
 (To be completed by DGS/Records Management Division)

Records Series Title: Employee Training Certificates Page 24 of 82

Record Series Content	Documentation of completed training or certification
Record Series Function	Documentation of an employee's training
Organization/ Arrangement	Employee last name, then by year
Indexing System	None
Restrictions (Law or Regulation Citation)	none
Formats (bound book, microfilm, pdf, tif, etc.)	Digital:
Volume (file drawers, gigabytes, etc.)	Current Year: less than 100 MB Previous Years: less than 700 MB
Annual Accumulation (file drawers, gigabytes, etc.)	Approx. less than 100 MB
Current Location	<u>Current year</u> : is stored on the Police Share Drive/ Training Certificates. <u>Previous years</u> : are archived in Laserfiche/ Police/ Training Records – Individuals
Audit Requirements	N/A
Date Span	1970- 2019
Completeness /Gaps	Complete

Schedule Item Number	1.7.2
Retention	Retain 10 years after separation from the Department, then destroy
Justification for Permanent Retention	N/A

DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION RECORDS INVENTORY AND RETENTION SCHEDULE	Schedule No. M439 (To be completed by DGS/Records Management Division)
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Records Series Title: Course Development Materials	Page 25 of 82
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Record Series Content	Materials used in the development and execution of training, lesson plans, tests and answer sheets, roosters of attendance, etc.
Record Series Function	Documentation and retention of all training materials
Organization/Arrangement	Chronological and then by discipline, Course name and unique identifier assigned by the Maryland Police & Corrections Training Commission (MPCTC). The unique identifier is not needed to search but can be useful when referencing MPCTC data.
Indexing System	None
Restrictions (Law or Regulation Citation)	None
Formats (bound book, microfilm, pdf, tif, etc.)	Digital
Volume (file drawers, gigabytes, etc.)	Achieved: approx. (25) GB
Annual Accumulation (file drawers, gigabytes, etc.)	Approx. (3) GB
Current Location	<i>Digital:</i> Current year stored on S: Police/Training Documents. Previous years archived in Laserfiche/(see City Applications icon) Police/ Training Records
Audit Requirements	N/A
Date Span	2017-2019
Completeness /Gaps	Complete

Schedule Item Number	1.7.3
Retention	Retain 50 years, then destroy.
Justification for Permanent Retention	N/A

DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION RECORDS INVENTORY AND RETENTION SCHEDULE	Schedule No. <u>M439</u> (To be completed by DGS/Records Management Division)
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Records Series Title: Instructor Certifications	Page 26 of 82
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Record Series Content	Records documenting instructor certification(s) and training to include re-certification or advanced instructor training documentation
Record Series Function	Documentation of instructor credentials and training
Organization/ Arrangement	By employee last name and then by Maryland Certification #. The certification number is not needed to search but can be useful when referencing the Maryland Police & Corrections Training Commission data.
Indexing System	None
Restrictions (Law or Regulation Citation)	none
Formats (bound book, microfilm, pdf, tif, etc.)	Paper/Digital
Volume (file drawers, gigabytes, etc.)	Paper: approx.. (1) file cabinet Digital: approx.: 20 GB
Annual Accumulation (file drawers, gigabytes, etc.)	Paper: less than (1) drawer Digital: less than 1 GB
Current Location	<u>Paper:</u> Training Coordinator's file cabinet <u>Digital:</u> Laserfiche/ Police/ Training Records – Individuals/ Instructor Certification
Audit Requirements	N/A
Date Span	1970-2019
Completeness /Gaps	Complete

Schedule Item Number	1.7.4
Retention	Retain 10 years after date of separation from the Department, then destroy.
Justification for Permanent Retention	N/A

DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION RECORDS INVENTORY AND RETENTION SCHEDULE	Schedule No. <u>M439</u> (To be completed by DGS/Records Management Division)
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Records Series Title: GENERAL FINANCE CORRESPONDENCE	Page 27 of 82
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Record Series Content	Correspondence or other communication regarding matters of general finance that do not fall under any other applicable or specific record series.
Record Series Function	Documentation and records of financial activities of the department
Organization/ Arrangement	Chronologically
Indexing System	none
Restrictions (Law or Regulation Citation)	None
Formats (bound book, microfilm, pdf, tif, etc.)	Paper/ Digital
Volume (file drawers, gigabytes, etc.)	Paper: approx.. (1) drawer Digital: approx.: less than 10 GB
Annual Accumulation (file drawers, gigabytes, etc.)	Paper: approx.. (1) drawer Digital: approx.: less than 1 GB
Current Location	<u>Paper:</u> Originator's files <u>Digital:</u> Appropriate S: Drive or Originator's H: Drive
Audit Requirements	
Date Span	2017-2019
Completeness/Gaps	complete

Schedule Item Number	1.8.0
Retention	Retain 3 years and no longer needed for business of the department, then destroy.
Justification for Permanent Retention	N/A

DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION RECORDS INVENTORY AND RETENTION SCHEDULE	Schedule No. <i>M439</i> (To be completed by DGS/Records Management Division)
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Records Series Title: Grant Materials	Page 28 of 82
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Record Series Content	Any/all background material on the grant, the application, the award, equipment purchase documentation, personnel overtime slips, financial reimbursement requests and proof of payments to the city.
Record Series Function	Documents all aspects of the grant process, such as the application, documentation and final disposition.
Organization/ Arrangement	Chronologically and then by grant title or number
Indexing System	None
Restrictions (Law or Regulation Citation)	none
Formats (bound book, microfilm, pdf, tif, etc.)	Paper/Digital
Volume (file drawers, gigabytes, etc.)	Paper: Approx. (1) file cabinet w/ 3 drawers Digital: less than 10 GB
Annual Accumulation (file drawers, gigabytes, etc.)	Paper: less than (1) drawer Digital: less than 3 GB
Current Location	<u>Paper:</u> Training Coordinator's office, file cabinet <u>Digital:</u> Training Coordinator's "H" Drive
Audit Requirements	Audits are conducted by the organization(s) awarding the grant(s), which is usually on a (4) year cycle.
Date Span	2014-2019
Completeness /Gaps	complete

Schedule Item Number	1.8.1
Retention	Retain 4 years plus the current year in which it closes for any audit purposes and is no longer needed for current department business, then destroy
Justification for Permanent Retention	N/A

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

Schedule No. **M439**
(To be completed by DGS/Records Management Division)

Records Series Title: Gaithersburg Police Department Financial Accounts	Page 29 of 82
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Record Series Content	Records pertaining to petty cash, holding account, Street Crime Unit, ATM account, forfeiture account, and Property & Evidence account
Record Series Function	Documentation relating to financial accounts of the department
Organization/ Arrangement	Chronologically and then by account title
Indexing System	None
Restrictions (Law or Regulation Citation)	none
Formats (bound book, microfilm, pdf, tif, etc.)	Paper/Digital
Volume (file drawers, gigabytes, etc.)	Paper: (1) file cabinet Digital: less than 10 GB
Annual Accumulation (file drawers, gigabytes, etc.)	Paper: less than (1) drawer Digital: less than 1 GB
Current Location	<u>Paper</u> : stored in secured cabinet in Administrative Support Services Area <u>Digital</u> : S:Police/admin Support Services/ Financial
Audit Requirements	N/A
Date Span	2006-2019
Completeness /Gaps	complete

Schedule Item Number	1.8.5
Retention	Retain current year plus 4 years and no longer needed for business of the department, then destroy.
Justification for Permanent Retention	N/A

DEPARTMENT OF GENERAL SERVICES
 RECORDS MANAGEMENT DIVISION
 RECORDS INVENTORY AND RETENTION SCHEDULE

Schedule No. **M439**
 (To be completed by DGS/Records Management Division)

Records Series Title: GENERAL RECORDS
 MANAGEMENT CORRESPONDENCE

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Record Series Content	Correspondence or other communication regarding matters of general records management that do not fall under any other applicable or specific record series.
Record Series Function	Documentation of communication and correspondence regarding management matters
Organization/ Arrangement	Chronologically
Indexing System	none
Restrictions (Law or Regulation Citation)	None
Formats (bound book, microfilm, pdf, tif, etc.)	Paper/ Digital
Volume (file drawers, gigabytes, etc.)	Paper: Approx. (1) drawer Digital: Less than 100 MB
Annual Accumulation (file drawers, gigabytes, etc.)	Paper: Approx. (1) drawer Digital: Less than 10 MB
Current Location	<u>Paper</u> : Originator's files <u>Digital</u> : Appropriate S: Drive or Originator's H: Drive
Audit Requirements	N/A
Date Span	2015-2019
Completeness/Gaps	complete

Schedule Item Number	1.10.0
Retention	Retain for 3 years and no longer needed for business of the department, then destroy.
Justification for Permanent Retention	N/A

DEPARTMENT OF GENERAL SERVICES
 RECORDS MANAGEMENT DIVISION
 RECORDS INVENTORY AND RETENTION SCHEDULE

Schedule No. **M439**
 (To be completed by DGS/Records Management Division)

Records Series Title: Records Management System Files

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Record Series Content	Includes disposal certificates, schedules, and records transfers
Record Series Function	Information and documentation on the records management system for the department
Organization/Arrangement	Organized by General Order number and then chronologically
Indexing System	None
Restrictions (Law or Regulation Citation)	None
Formats (bound book, microfilm, pdf, tif, etc.)	Digital
Volume (file drawers, gigabytes, etc.)	Less than 100 GB
Annual Accumulation (file drawers, gigabytes, etc.)	Less than 1 GB
Current Location	PowerDMS (vendor)
Audit Requirements	N/A
Date Span	2016- 2019
Completeness /Gaps	complete

Schedule Item Number	1.10.1
Retention	Retain until superseded or no longer of operational value, plus 50 years, then destroy
Justification for Permanent Retention	N/A

DEPARTMENT OF GENERAL SERVICES
 RECORDS MANAGEMENT DIVISION
 RECORDS INVENTORY AND RETENTION SCHEDULE

Schedule No. **M439**
 (To be completed by DGS/Records Management Division)

Records Series Title: **GENERAL WRITTEN
 DIRECTIVES CORRESPONDENCE**

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Record Series Content	Correspondence or other communication regarding matters of general written directives that do not fall under any other applicable or specific record series.
Record Series Function	Documentation of any general correspondence regarding the departments written directives
Organization/ Arrangement	Chronologically
Indexing System	none
Restrictions (Law or Regulation Citation)	None
Formats (bound book, microfilm, pdf, tif, etc.)	Paper/ Digital
Volume (file drawers, gigabytes, etc.)	Paper: less than (1) drawer Digital: Less than 1 GB
Annual Accumulation (file drawers, gigabytes, etc.)	Paper: less than (1) drawer Digital: less than 500 MB
Current Location	<u>Paper:</u> Originator's files <u>Digital:</u> Appropriate S: Drive or Originator's H: Drive
Audit Requirements	N/A
Date Span	2016-2019
Completeness/Gaps	complete

Schedule Item Number	1.11.0
Retention	Retain 3 years and no longer needed for business of the department, then destroy.
Justification for Permanent Retention	N/A

DEPARTMENT OF GENERAL SERVICES
RECORDS MANAGEMENT DIVISION
RECORDS INVENTORY AND RETENTION SCHEDULE

Schedule No. *m 439*
(To be completed by DGS/Records Management Division)

Records Series Title: General Orders/ Special Orders & Standard Operating Procedures

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Record Series Content	Records that document the research, development, and distribution of Department policy
Record Series Function	Documents official departmental directives, special orders and Standard Operating Procedures (SOP)
Organization/ Arrangement	Organized by General Order number and can be cross-referenced b particular issue, topic or name.
Indexing System	None
Restrictions (Law or Regulation Citation)	none
Formats (bound book, microfilm, pdf, tif, etc.)	Digital
Volume (file drawers, gigabytes, etc.)	Less than 100 GB
Annual Accumulation (file drawers, gigabytes, etc.)	Less than 1 GB
Current Location	PowerDMS.
Audit Requirements	N/A
Date Span	2016- 2019
Completeness /Gaps	complete

Schedule Item Number	1.11.1
Retention	Retain for 50 years and when no longer of operational value, whichever is the later, then destroy.
Justification for Permanent Retention	N/A

DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION RECORDS INVENTORY AND RETENTION SCHEDULE	Schedule No. <u>M439</u> (To be completed by DGS/Records Management Division)
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Records Series Title: GENERAL ACCREDITATION CORRESPONDENCE	Page 34 of 82
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Record Series Content	Correspondence or other communication regarding matters of general accreditation that do not fall under any other applicable or specific record series.
Record Series Function	Documentation of correspondence regarding the department's accreditation certification
Organization/ Arrangement	Chronologically
Indexing System	none
Restrictions (Law or Regulation Citation)	None
Formats (bound book, microfilm, pdf, tif, etc.)	Paper/ Digital
Volume (file drawers, gigabytes, etc.)	Paper: Approx. (1) drawer Digital: Approx. 100 MB
Annual Accumulation (file drawers, gigabytes, etc.)	Paper: less than (1) drawer Digital: Approx. 10 MB
Current Location	<u>Paper:</u> Originator's files <u>Digital:</u> Appropriate S: Drive or Originator's H: Drive
Audit Requirements	N/A
Date Span	1993- 2019
Completeness/Gaps	complete

Schedule Item Number	1.12.0
Retention	Retain 4 years and no longer needed for business of the department, then destroy.
Justification for Permanent Retention	N/A

DEPARTMENT OF GENERAL SERVICES
 RECORDS MANAGEMENT DIVISION
 RECORDS INVENTORY AND RETENTION SCHEDULE

Schedule No. **M439**
 (To be completed by DGS/Records Management Division)

Records Series Title: Accreditation Files Page 35 of 82

Record Series Content	Records documenting compliance with applicable accreditation standards for the Commission on Accreditation for Law Enforcement Agencies (CALEA).
Record Series Function	Organizes materials needed for CALEA Audits
Organization/Arrangement	Chronologically and then by CALEA standards
Indexing System	none
Restrictions (Law or Regulation Citation)	None
Formats (bound book, microfilm, pdf, tif, etc.)	Paper /Digital
Volume (file drawers, gigabytes, etc.)	Paper: Approx. (1) file cabinet w/ 3 drawers Digital: Approx. 10 GB
Annual Accumulation (file drawers, gigabytes, etc.)	Paper: Less than (1) drawer Digital: Less than 1 GB
Current Location	<u>Paper</u> : CALEA Accreditation Manager's Office <u>Digital</u> : PowerDMS and Accreditation Manager' s H:drive
Audit Requirements	Audited every 3 years
Date Span	
Completeness /Gaps	complete

Schedule Item Number	1.12.1
Retention	Retain for 4 years or until completion of next accreditation cycle, whichever is later, then destroy.
Justification for Permanent Retention	N/A

DEPARTMENT OF GENERAL SERVICES
 RECORDS MANAGEMENT DIVISION
 RECORDS INVENTORY AND RETENTION SCHEDULE

Schedule No. m439
 (To be completed by DGS/Records Management Division)

Records Series Title: GENERAL PLANNING/
 PROJECT MANAGEMENT CORRESPONDENCE

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Record Series Content	Correspondence or other communication regarding matters of General Planning/ Project Management that do not fall under any other applicable or specific record series.
Record Series Function	Documentation of general correspondence regarding project management and planning
Organization/ Arrangement	Chronologically
Indexing System	none
Restrictions (Law or Regulation Citation)	None
Formats (bound book, microfilm, pdf, tif, etc.)	Paper/ Digital
Volume (file drawers, gigabytes, etc.)	Paper: Approx. (1) drawer Digital: Approx. 10 GB
Annual Accumulation (file drawers, gigabytes, etc.)	Paper: less than (1) drawer Digital: Approx. 1 GB
Current Location	<u>Paper:</u> Originator's files <u>Digital:</u> Appropriate S: Drive or Originator's H: Drive
Audit Requirements	N/A
Date Span	2010-2019
Completeness/Gaps	complete

Schedule Item Number	1.13.0
Retention	Retain 3 years and no longer needed for business of the department, then destroy.
Justification for Permanent Retention	N/A

DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION RECORDS INVENTORY AND RETENTION SCHEDULE	Schedule No. <i>m439</i> (To be completed by DGS/Records Management Division)
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Records Series Title: SPECIAL EVENT PLANS	Page 37 of 82
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Record Series Content	Records associated with an activity, such as a parade, festival, athletic contest, or public demonstration that results in the need for the control of traffic, crowds, or potential crimes. Records can include the Special Event Plan, After-Action Report or other documentation as needed.
Record Series Function	Documents information and plans associated with special events
Organization/ Arrangement	Organized by Event date
Indexing System	none
Restrictions (Law or Regulation Citation)	None
Formats (bound book, microfilm, pdf, tif, etc.)	Digital
Volume (file drawers, gigabytes, etc.)	Approx 1 GB
Annual Accumulation (file drawers, gigabytes, etc.)	Less than 1 GB
Current Location	Traffic Supervisor's H: Drive and MS Outlook email archives
Audit Requirements	N/A
Date Span	2009-2019
Completeness /Gaps	complete

Schedule Item Number	1.13.2
Retention	Retain 5 years and no longer needed for business of the department, then destroy.
Justification for Permanent Retention	N/A

DEPARTMENT OF GENERAL SERVICES
 RECORDS MANAGEMENT DIVISION
 RECORDS INVENTORY AND RETENTION SCHEDULE

Schedule No. **m429**
 (To be completed by DGS/Records Management Division)

Records Series Title: AFTER ACTION REPORTS Page 38 of 82

Record Series Content	Records evaluating aspects (e.g., lessons learned, suggested actions for future events, etc.) of the execution of special events that provides for continuous improvement and that aid in the future planning of similar events.
Record Series Function	Documents information in After Action Reports
Organization/ Arrangement	Chronologically and number assigned through the After Action Reports numbering system
Indexing System	none
Restrictions (Law or Regulation Citation)	None
Formats (bound book, microfilm, pdf, tif, etc.)	Digital
Volume (file drawers, gigabytes, etc.)	Approx. 1 GB
Annual Accumulation (file drawers, gigabytes, etc.)	Less than 1 GB
Current Location	<u>Digital</u> : Accreditation Manager's H: Drive
Audit Requirements	N/A
Date Span	2014- 2019
Completeness /Gaps	complete

Schedule Item Number	1.13.3
Retention	Retain 5 years and no longer needed for business of the department, then destroy.
Justification for Permanent Retention	N/A

5 DEPARTMENT OF GENERAL SERVICES
 RECORDS MANAGEMENT DIVISION
 RECORDS INVENTORY AND RETENTION SCHEDULE

Schedule No. **m439**
 (To be completed by DGS/Records Management Division)

Records Series Title: Emergency Management	Page 39 of 82
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Record Series Content	Related administrative, operational, property maintenance and security documentation.
Record Series Function	Documents information and plans that are associated with emergency management functions.
Organization/ Arrangement	Topically
Indexing System	none
Restrictions (Law or Regulation Citation)	None
Formats (bound book, microfilm, pdf, tif, etc.)	<u>Paper</u> : Emergency Management Coordinator's Office <u>Digital</u> : Emergency Management Coordinator's H: drive and MS Outlook email archives
Volume (file drawers, gigabytes, etc.)	Paper: Approx. (1) drawer Digital: Approx: 2 GB
Annual Accumulation (file drawers, gigabytes, etc.)	Paper: less than (1) drawer Digital: Less than (1) GB
Current Location	<u>Digital</u> : S:Police/Administrative/ Annual Reports
Audit Requirements	N/A
Date Span	2014-2019
Completeness /Gaps	complete

Schedule Item Number	1.13.4
Retention	Review every 3 years, update, and as needed destroy previous versions. Retain plans that contain reimbursement requests for 5 years after date of reimbursement, and then destroy.
Justification for Permanent Retention	N/A

DEPARTMENT OF GENERAL SERVICES
 RECORDS MANAGEMENT DIVISION
 RECORDS INVENTORY AND RETENTION SCHEDULE

Schedule No. **M439**
 (To be completed by DGS/Records Management Division)

Records Series Title: AGENCY PLANNING RECORDS	Page 40 of 82
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Record Series Content	Records that document overarching planning activities for the Department, such as evaluation of the current and future resource needs, review and impact of proposed, pending and current legislation, ordinances, studies to improve organizational functions, etc.
Record Series Function	Documentation regarding Department's current and future needs.
Organization/ Arrangement	Chronologically
Indexing System	none
Restrictions (Law or Regulation Citation)	None
Formats (bound book, microfilm, pdf, tif, etc.)	Digital
Volume (file drawers, gigabytes, etc.)	Approx. 5 GB
Annual Accumulation (file drawers, gigabytes, etc.)	Less than 1 GB
Current Location	<u>Digital</u> : S:Police/Admin Support Services/ Annual Reports
Audit Requirements	N/A
Date Span	2015-2019
Completeness/Gaps	complete

Schedule Item Number	1.13.5
Retention	Retain 4 years plus current year and no longer needed for business of the department, then destroy.
Justification for Permanent Retention	N/A

DEPARTMENT OF GENERAL SERVICES
 RECORDS MANAGEMENT DIVISION
 RECORDS INVENTORY AND RETENTION SCHEDULE

Schedule No. **M439**
 (To be completed by DGS/Records Management Division)

Records Series Title: AGENCY SPECIAL PROJECT
 RECORDS

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Record Series Content	Records that document the efforts and products of directed, time-limited, supplemental work or studies that serve to research or solve specific issues or problems, or that address other areas of command interest.
Record Series Function	Documentation regarding special, time-limited projects
Organization/Arrangement	Chronologically
Indexing System	none
Restrictions (Law or Regulation Citation)	None
Formats (bound book, microfilm, pdf, tif, etc.)	Paper
Volume (file drawers, gigabytes, etc.)	Approx.: (1) drawer
Annual Accumulation (file drawers, gigabytes, etc.)	Less than (1) drawer
Current Location	<u>Paper</u> : Appropriate Bureau Commander Office files
Audit Requirements	N/A
Date Span	2015- 2019
Completeness /Gaps	complete

Schedule Item Number	1.13.6
Retention	Retain 3 years and no longer needed for business of the department, then destroy.
Justification for Permanent Retention	N/A

DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION RECORDS INVENTORY AND RETENTION SCHEDULE	Schedule No. <u>M439</u> (To be completed by DGS/Records Management Division)
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Records Series Title: GENERAL INSPECTIONS CORRESPONDENCE	Page 42 of 82
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Record Series Content	Correspondence or other communication regarding matters of General Inspections that do not fall under any other applicable or specific record series.
Record Series Function	Documentation of correspondence involving general inspections for the department
Organization/ Arrangement	Chronologically
Indexing System	none
Restrictions (Law or Regulation Citation)	None
Formats (bound book, microfilm, pdf, tif, etc.)	Paper/ Digital
Volume (file drawers, gigabytes, etc.)	Paper: Approx. (1) drawer Digital: Approx. 1 GB
Annual Accumulation (file drawers, gigabytes, etc.)	Paper: less than (1) drawer Digital: less than 1 GB
Current Location	<u>Paper:</u> Originator's files <u>Digital:</u> Appropriate S: Drive or Originator's H: Drive
Audit Requirements	N/A
Date Span	2018- 2019
Completeness/Gaps	complete

Schedule Item Number	1.14.0
Retention	Retain 3 years and no longer needed for business of the department, then destroy.
Justification for Permanent Retention	N/A

DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION RECORDS INVENTORY AND RETENTION SCHEDULE	Schedule No. <u>M439</u> (To be completed by DGS/Records Management Division)
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Records Series Title: AGENCY INSPECTION RECORDS	Page 43 of 82
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Record Series Content	Records that document any informal, formal, line, or staff inspections conducted to ensure the Department is operating within established laws, policy, procedure, programs, processes and/or practices
Record Series Function	Documents information related to internal agency inspections
Organization/ Arrangement	Organized chronology and by employee's name/ equipment
Indexing System	none
Restrictions (Law or Regulation Citation)	None
Formats (bound book, microfilm, pdf, tif, etc.)	Paper
Volume (file drawers, gigabytes, etc.)	Approx. (1) drawer
Annual Accumulation (file drawers, gigabytes, etc.)	Less than (1) drawer
Current Location	<u>Paper</u> : Appropriate Bureau Commander Office files
Audit Requirements	N/A
Date Span	2015-2019
Completeness /Gaps	complete

Schedule Item Number	1.14.1
Retention	Retain 4 years plus the current year in which the inspection occurred, then destroy
Justification for Permanent Retention	N/A

DEPARTMENT OF GENERAL SERVICES
 RECORDS MANAGEMENT DIVISION
 RECORDS INVENTORY AND RETENTION SCHEDULE

Schedule No. **M439**
 (To be completed by DGS/Records Management Division)

Records Series Title: OFFICER EQUIPMENT
 INSPECTIONS

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Record Series Content	1 st Line Supervisor checklists pertaining to the inspection of all/any clothing, issued equipment, firearms issued to sworn officers.
Record Series Function	Documents information related to inspections performed on issued equipment
Organization/ Arrangement	Organized chronology and by employee's name/ equipment
Indexing System	none
Restrictions (Law or Regulation Citation)	None
Formats (bound book, microfilm, pdf, tif, etc.)	Paper
Volume (file drawers, gigabytes, etc.)	Approx. (1) drawer
Annual Accumulation (file drawers, gigabytes, etc.)	Less than (1) drawer
Current Location	<u>Paper</u> : Appropriate Bureau Commander Office files
Audit Requirements	N/A
Date Span	2015-2019
Completeness /Gaps	complete

Schedule Item Number	1.14.2
Retention	Retain 4 years plus the current year in which the inspection occurred, then destroy
Justification for Permanent Retention	N/A

DEPARTMENT OF GENERAL SERVICES
 RECORDS MANAGEMENT DIVISION
 RECORDS INVENTORY AND RETENTION SCHEDULE

Schedule No. **m439**
 (To be completed by DGS/Records Management Division)

Records Series Title: VEHICLE INSPECTIONS	Page 45 of 82
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Record Series Content	1 st Line Supervisor checklists pertaining to the inspection of vehicles assigned to sworn officers.
Record Series Function	Documents information related to vehicle inspections
Organization/ Arrangement	Organized chronologically and then by employee last name/equipment
Indexing System	none
Restrictions (Law or Regulation Citation)	None
Formats (bound book, microfilm, pdf, tif, etc.)	Paper
Volume (file drawers, gigabytes, etc.)	Approx. (1) drawer
Annual Accumulation (file drawers, gigabytes, etc.)	Less than (1) drawer
Current Location	<u>Paper</u> : Individual Supervisory Files
Audit Requirements	N/A
Date Span	2017-2019
Completeness /Gaps	complete

Schedule Item Number	1.14.3
Retention	Retain 1 year plus the current year in which the inspection occurred, then destroy
Justification for Permanent Retention	N/A

DEPARTMENT OF GENERAL SERVICES
 RECORDS MANAGEMENT DIVISION
 RECORDS INVENTORY AND RETENTION SCHEDULE

Schedule No. **M439**
 (To be completed by DGS/Records Management Division)

Records Series Title: GENERAL PUBLIC
 INFORMATION/ AFFAIRS CORRESPONDENCE

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Record Series Content	Correspondence or other communication regarding matters of General Public Information/ Affairs that do not fall under any other applicable or specific record series.
Record Series Function	Documentation of communications and correspondence regarding Public information matters
Organization/ Arrangement	Chronological
Indexing System	none
Restrictions (Law or Regulation Citation)	None
Formats (bound book, microfilm, pdf, tif, etc.)	Paper/ Digital
Volume (file drawers, gigabytes, etc.)	Paper: Approx. (1) drawer Digital: Approx. 1 GB
Annual Accumulation (file drawers, gigabytes, etc.)	Paper: less than (1) drawer Digital: less than 1 GB
Current Location	<u>Paper</u> : Originator's files <u>Digital</u> : Appropriate S: Drive or Originator's H: Drive
Audit Requirements	N/A
Date Span	2010- 2019
Completeness/Gaps	complete

Schedule Item Number	1.15.0
Retention	Retain 3 years and no longer needed for business of the department, then destroy.
Justification for Permanent Retention	N/A

DEPARTMENT OF GENERAL SERVICES
 RECORDS MANAGEMENT DIVISION
 RECORDS INVENTORY AND RETENTION SCHEDULE

Schedule No. **m439**
 (To be completed by DGS/Records Management Division)

Records Series Title: MEDIA RECORDS

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Record Series Content	Any/all types of media files to include all official police Media News Clips, Media Criminal Summaries and Press Releases.
Record Series Function	Documents information generated from the Police Information Office
Organization/Arrangement	Chronologically and then by event title/Case Report Number
Indexing System	none
Restrictions (Law or Regulation Citation)	None
Formats (bound book, microfilm, pdf, tif, etc.)	Digital
Volume (file drawers, gigabytes, etc.)	Approx. 11 GB
Annual Accumulation (file drawers, gigabytes, etc.)	Less than 1 GB
Current Location	<u>S:Police/CSO/PIO</u>
Audit Requirements	N/A
Date Span	2006-2019
Completeness /Gaps	complete

Schedule Item Number	1.15.1
Retention	Retain for 50 years and no longer needed for business of the department, then destroy.
Justification for Permanent Retention	n/a

DEPARTMENT OF GENERAL SERVICES
 RECORDS MANAGEMENT DIVISION
 RECORDS INVENTORY AND RETENTION SCHEDULE

Schedule No. **m439**
 (To be completed by DGS/Records Management Division)

Records Series Title: GENERAL CITIZEN
 CORRESPONDENCE

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Record Series Content	Correspondence or other communication with the Public or Citizens regarding matters of the department that do not fall under any other applicable or specific record series.
Record Series Function	Documentation of communication and correspondence from the public to the department
Organization/ Arrangement	Chronologically
Indexing System	none
Restrictions (Law or Regulation Citation)	None
Formats (bound book, microfilm, pdf, tif, etc.)	Paper/ Digital
Volume (file drawers, gigabytes, etc.)	Paper: Approx. (1) Drawer Digital: Approx. (1) GB
Annual Accumulation (file drawers, gigabytes, etc.)	Paper: Less than (1) Drawer Digital: Less than (1) GB
Current Location	<u>Paper:</u> Originator's files <u>Digital:</u> Appropriate S: Drive or Originator's H: Drive
Audit Requirements	N/A
Date Span	2015-2019
Completeness/Gaps	complete

Schedule Item Number	1.16.0
Retention	Retain 3 years and no longer needed for business of the department, then destroy.
Justification for Permanent Retention	N/A

DEPARTMENT OF GENERAL SERVICES
 RECORDS MANAGEMENT DIVISION
 RECORDS INVENTORY AND RETENTION SCHEDULE

Schedule No. **M439**
 (To be completed by DGS/Records Management Division)

Records Series Title: RIDE ALONG REQUESTS	Page 49 of 82
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Record Series ¹ Content	Citizen requests to ride with an officer. (Contains Personal Identifiable Information)
Record Series Function	Documentation of ride along requests and information
Organization/ Arrangement	Organized chronology and then by name
Indexing System	none
Restrictions (Law or Regulation Citation)	Maryland General Provisions Code Ann., Sec. 4-343. It states "...would be contrary to the public interest as personal private information, per Sec. 4-343)".
Formats (bound book, microfilm, pdf, tif, etc.)	Digital
Volume (file drawers, gigabytes, etc.)	Approx. 1 GB
Annual Accumulation (file drawers, gigabytes, etc.)	Less than 1 GB
Current Location	<u>Digital</u> : S:Police/ Ride Along
Audit Requirements	N/A
Date Span	2017-2019
Completeness /Gaps	complete

Schedule Item Number	1.16.1
Retention	Retain 1 year plus the current year and no longer needed for business of the department, then destroy.
Justification for Permanent Retention	N/A

DEPARTMENT OF GENERAL SERVICES
 RECORDS MANAGEMENT DIVISION
 RECORDS INVENTORY AND RETENTION SCHEDULE

Schedule No. *m439*
 (To be completed by DGS/Records Management Division)

Records Series Title: CRIMINAL HISTORY CHECK
 FOR CITY RESIDENTS

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Record Series Content	Requests from authenticated government, police, or military agencies to perform a criminal history check on City of Gaithersburg residents. This does not include the use of any Criminal Justice information System inquiries.
Record Series Function	Documents information related to the request
Organization/ Arrangement	Organized chronology and by name
Indexing System	none
Restrictions (Law or Regulation Citation)	None
Formats (bound book, microfilm, pdf, tif, etc.)	Digital
Volume (file drawers, gigabytes, etc.)	Approx. (1) GB
Annual Accumulation (file drawers, gigabytes, etc.)	Less than (1) GB
Current Location	S:/Secured/Police/Administrative Bureau/Police Records Check
Audit Requirements	N/A
Date Span	2017-2019
Completeness /Gaps	complete

Schedule Item Number	1.16.2
Retention	Retain 1 year and no longer needed for business of the department, then destroy.
Justification for Permanent Retention	N/A

DEPARTMENT OF GENERAL SERVICES
 RECORDS MANAGEMENT DIVISION
 RECORDS INVENTORY AND RETENTION SCHEDULE

Schedule No.

M439

(To be completed by DGS/Records Management Division)

Records Series Title: ACCIDENT REPORT PAYMENT
 INFORMATION

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Record Series Content	Records includes requests for accident information and/or reports and payment information of the requestor.
Record Series Function	Documentation of accident report payments
Organization/ Arrangement	Organized chronologically and then by case report number
Indexing System	none
Restrictions (Law or Regulation Citation)	None
Formats (bound book, microfilm, pdf, tif, etc.)	Digital
Volume (file drawers, gigabytes, etc.)	Approx. (1) GB
Annual Accumulation (file drawers, gigabytes, etc.)	Less than (1) GB
Current Location	S:Police/Admin Support Services/Accident Reports
Audit Requirements	none
Date Span	2014- 2019
Completeness /Gaps	2015 thru 2017

Schedule Item Number	1.16.3
Retention	Retain for 5 year and no longer needed for business of the department, then destroy.
Justification for Permanent Retention	N/A

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

Schedule No. **M439**
(To be completed by DGS/Records Management Division)

Records Series Title: PROCESS AND SERVICE RECORDS	Page 52 of 82
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Record Series Content	Documentation regarding the issuance/delivery of court summons, orders, or subpoenas NOT associated with department generated criminal cases. Includes the Warrant/District Court Summons (DCS) Control coversheet and any court-issued DCS or subpoena.
Record Series Function	Documentation of DCS or warrant service and attempts
Organization/Arrangement	Organized chronologically and then by DCS Number
Indexing System	none
Restrictions (Law or Regulation Citation)	None
Formats (bound book, microfilm, pdf, tif, etc.)	Digital
Volume (file drawers, gigabytes, etc.)	Approx (1) GB
Annual Accumulation (file drawers, gigabytes, etc.)	Less than (1) GB
Current Location	Accreditation Manager's H: Drive
Audit Requirements	none
Date Span	2015 - 2019
Completeness /Gaps	complete

Schedule Item Number	1.16.4
Retention	Retain 4 years plus the current year in which issued, then destroy
Justification for Permanent Retention	N/A

DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION RECORDS INVENTORY AND RETENTION SCHEDULE	Schedule No. M439 (To be completed by DGS/Records Management Division)
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Records Series Title: REQUESTS FOR COURT – PARKING TICKETS	Page 53 of 82
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Record Series Content	Requests from respondent's to appear in court to dispute ticket
Record Series Function	Documentation of requests to appear in court
Organization/ Arrangement	Organized chronologically and then by parking ticket number
Indexing System	none
Restrictions (Law or Regulation Citation)	None
Formats (bound book, microfilm, pdf, tif, etc.)	Paper/ Digital
Volume (file drawers, gigabytes, etc.)	Paper; Approx. (1) Drawer Digital: Approx (1) GB
Annual Accumulation (file drawers, gigabytes, etc.)	Paper: less than (1) drawer Digital: Less than (1) GB
Current Location	<u>Paper:</u> Prior to 2019: File cabinet in Administrative Support Services area 2019 forward: Scan to S: drive. <u>Digital:</u> S:Police/Admin Support Services/Court Letters and Dockets/Case Assignment Forms
Audit Requirements	none
Date Span	2015 - 2019
Completeness/Gaps	complete

Schedule Item Number	1.16.5
Retention	<u>Paper:</u> Retain 4 years from date of issue, then destroy. 2019 forward: Scan to MSA standards, then destroy any paper. <u>Digital:</u> Retain 4 years plus the current year in which issued, then destroy.
Justification for Permanent Retention	N/A

DEPARTMENT OF GENERAL SERVICES
 RECORDS MANAGEMENT DIVISION
 RECORDS INVENTORY AND RETENTION SCHEDULE

Schedule No. **m439**
 (To be completed by DGS/Records Management Division)

Records Series Title: GENERAL LEGAL
 CORRESPONDENCE

Page 54 of 82

Record Series Content	Correspondence or other communication regarding General Legal matters that do not fall under any other applicable or specific record series.
Record Series Function	Documentation of communication and correspondence regarding to legal matters.
Organization/ Arrangement	Chronologically
Indexing System	none
Restrictions (Law or Regulation Citation)	None
Formats (bound book, microfilm, pdf, tif, etc.)	Paper/ Digital
Volume (file drawers, gigabytes, etc.)	Paper: Approx (1) drawer Digital: Approx (1) GB
Annual Accumulation (file drawers, gigabytes, etc.)	Paper: less than (1) drawer Digital: less than (1) GB
Current Location	<u>Paper:</u> Originator's files <u>Digital:</u> Appropriate S: Drive or Originator's H: Drive
Audit Requirements	N/A
Date Span	2017-2019
Completeness/Gaps	complete

Schedule Item Number	1.17.0
Retention	Retain 3 years and no longer needed for business of the department, then destroy.
Justification for Permanent Retention	N/A

DEPARTMENT OF GENERAL SERVICES
 RECORDS MANAGEMENT DIVISION
 RECORDS INVENTORY AND RETENTION SCHEDULE

Schedule No. **m439**
 (To be completed by DGS/Records Management Division)

Records Series Title: GENERAL
 QUARTERMASTER CORRESPONDENCE

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Record Series Content	Correspondence or other communication regarding general quartermaster matters that do not fall under any other applicable or specific record series.
Record Series Function	Documentation of correspondence regarding department equipment
Organization/ Arrangement	Chronologically
Indexing System	none
Restrictions (Law or Regulation Citation)	None
Formats (bound book, microfilm, pdf, tif, etc.)	Paper/ Digital
Volume (file drawers, gigabytes, etc.)	Paper: Approx (1) drawer Digital: Approx: 1 GB
Annual Accumulation (file drawers, gigabytes, etc.)	Paper: less than (1) Drawer Digital: less than (1) GB
Current Location	<u>Paper</u> : Originator's files <u>Digital</u> : Appropriate S: Drive or Originator's H: Drive
Audit Requirements	N/A
Date Span	2012-2019
Completeness/Gaps	complete

Schedule Item Number	1.18.0
Retention	Retain 3 years and no longer needed for business of the department, then destroy.
Justification for Permanent Retention	N/A

DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION RECORDS INVENTORY AND RETENTION SCHEDULE	Schedule No. <u>M139</u> (To be completed by DGS/Records Management Division)
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Records Series Title: GENERAL PERSONAL PROPERTY (NON-EVIDENTIARY) CORRESPONDENCE	Page 56 of 82
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Record Series Content	Correspondence or other communication regarding matters of general personal property (non-evidentiary) that do not fall under any other applicable or specific record series.
Record Series Function	Documentation of correspondence regarding non-evidentiary property
Organization/ Arrangement	Chronologically
Indexing System	none
Restrictions (Law or Regulation Citation)	None
Formats (bound book, microfilm, pdf, tif, etc.)	Paper/ Digital
Volume (file drawers, gigabytes, etc.)	Paper: Approx. (1) drawer Digital: Approx. (1) GB
Annual Accumulation (file drawers, gigabytes, etc.)	Paper: less than (1) drawer Digital: less than (1) GB
Current Location	<u>Paper:</u> Originator's files <u>Digital:</u> Appropriate S: Drive or Originator's H: Drive
Audit Requirements	N/A
Date Span	2012- 2019
Completeness/Gaps	complete

Schedule Item Number	1.19.0
Retention	Retain 3 years and no longer needed for business of the department, then destroy.
Justification for Permanent Retention	N/A

DEPARTMENT OF GENERAL SERVICES
 RECORDS MANAGEMENT DIVISION
 RECORDS INVENTORY AND RETENTION SCHEDULE

Schedule No. **m439**
 (To be completed by DGS/Records Management Division)

Records Series Title: GENERAL PROPERTY AND
 EVIDENCE CORRESPONDENCE

Page 57 of 82

Record Series Content	Correspondence or other communication regarding general matters of Property and Evidence that do not fall under any other applicable or specific record series.
Record Series Function	Documentation of communication and correspondence regarding property and evidence.
Organization/ Arrangement	Chronologically
Indexing System	none
Restrictions (Law or Regulation Citation)	None
Formats (bound book, microfilm, pdf, tif, etc.)	Paper/ Digital
Volume (file drawers, gigabytes, etc.)	Paper: Approx. (1) Drawer Digital: Approx. 1 GB
Annual Accumulation (file drawers, gigabytes, etc.)	Paper: less than (1) drawer Digital: less than (1) GB
Current Location	<u>Paper</u> : Originator's files <u>Digital</u> : Appropriate S: Drive or Originator's H: Drive
Audit Requirements	N/A
Date Span	2012-2019
Completeness/Gaps	complete

Schedule Item Number	1.20.0
Retention	Retain 3 years and no longer needed for business of the department, then destroy.
Justification for Permanent Retention	N/A

DEPARTMENT OF GENERAL SERVICES
 RECORDS MANAGEMENT DIVISION
 RECORDS INVENTORY AND RETENTION SCHEDULE

Schedule No. **M439**
 (To be completed by DGS/Records Management Division)

Records Series Title: PHYSICAL EVIDENCE Page 58 of 82

Record Series Content	Records and documentation pertaining to the seizure, storage and disposition of non-digital evidence that is stored and tracked using a software program.
Record Series Function	Documentation of physical evidence and how it is handled.
Organization/ Arrangement	Organized by unique identification number given to each entry by the vendor software
Indexing System	none
Restrictions (Law or Regulation Citation)	None
Formats (bound book, microfilm, pdf, tif, etc.)	Digital
Volume (file drawers, gigabytes, etc.)	Approx. 200 GB
Annual Accumulation (file drawers, gigabytes, etc.)	Less than 10 GB
Current Location	FileOnQ (Vendor database)
Audit Requirements	None
Date Span	2012- 2019
Completeness /Gaps	complete

Schedule Item Number	1.20.1
Retention	Retain until Officer retires and records are no longer of operational value, plus 50 years, then destroy:
Justification for Permanent Retention	

DEPARTMENT OF GENERAL SERVICES
 RECORDS MANAGEMENT DIVISION
 RECORDS INVENTORY AND RETENTION SCHEDULE

Schedule No. *m439*
 (To be completed by DGS/Records Management Division)

Records Series Title: DIGITAL EVIDENCE

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Record Series Content	Electronic records pertaining to the seizure, storage, and disposition of digital evidence (e.g., photographs, audio and video recordings, or any other digital media) that is stored and tracked using a software program.
Record Series Function	Documentation of digital evidence and it's handling
Organization/ Arrangement	Organized by Case Report number and titled with a unique ID number issued by software
Indexing System	none
Restrictions (Law or Regulation Citation)	None
Formats (bound book, microfilm, pdf, tif, etc.)	Digital
Volume (file drawers, gigabytes, etc.)	Approx. 23 TB
Annual Accumulation (file drawers, gigabytes, etc.)	Less than 15 TB
Current Location	Axon's Evidence.com (Vendor database)
Audit Requirements	None
Date Span	2016-2019
Completeness /Gaps	complete

Schedule Item Number	1.20.2
Retention	See attached Appendix A for the retention period for each case type. Retain for the listed duration, then destroy.
Justification for Permanent Retention	N/A

DEPARTMENT OF GENERAL SERVICES
 RECORDS MANAGEMENT DIVISION
 RECORDS INVENTORY AND RETENTION SCHEDULE

Schedule No. **M439**
 (To be completed by DGS/Records Management Division)

Records Series Title: IMPOUNDED/TOWED VEHICLE RECORDS Page 60 of 82

Record Series Content	Towed vehicle form, vehicle inventory records, any parking/traffic violation or incident to arrest and collisions reports associated with each vehicle.
Record Series Function	Documentation of towed or impounded vehicles
Organization/ Arrangement	Organized chronologically and case report number
Indexing System	none
Restrictions (Law or Regulation Citation)	None
Formats (bound book, microfilm, pdf, tif, etc.)	Paper/ Digital
Volume (file drawers, gigabytes, etc.)	Paper: Approx. (1) drawer Digital: Approx. 100 MB
Annual Accumulation (file drawers, gigabytes, etc.)	Paper: less than (1) Drawer Digital: less than 10 MB
Current Location	<u>Paper:</u> File cabinet in Basement <u>Digital:</u> S:Police/Admin Support Services/ Tows
Audit Requirements	None
Date Span	2015-2019
Completeness /Gaps	complete

Schedule Item Number	1.20.3
Retention	Retain 4 years, then destroy
Justification for Permanent Retention	N/A

DEPARTMENT OF GENERAL SERVICES
 RECORDS MANAGEMENT DIVISION
 RECORDS INVENTORY AND RETENTION SCHEDULE

Schedule No. **m439**
 (To be completed by DGS/Records Management Division)

Records Series Title: VEHICLE SEIZURE RECORDS	Page 61 of 82
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Record Series Content	Documentation, to include indexing system, related to conveyance seizures and forfeiture proceedings related to a criminal investigation.
Record Series Function	Documentation of vehicle seizures
Organization/ Arrangement	Organized chronologically and then by case report number
Indexing System	Excel Spreadsheet
Restrictions (Law or Regulation Citation)	None
Formats (bound book, microfilm, pdf, tif, etc.)	Paper/ Digital
Volume (file drawers, gigabytes, etc.)	Paper: Approx. (1) File Drawer Digital: Approx. 700 MB
Annual Accumulation (file drawers, gigabytes, etc.)	Paper: less than (1) drawer Digital: less than 100 MB
Current Location	<u>Paper:</u> File cabinet in Basement <u>Digital:</u> S:Police/Administrative Support Services/ Seizures and Forfeitures/ Vehicle Seizures
Audit Requirements	None
Date Span	2004- 2019
Completeness /Gaps	complete

Schedule Item Number	1.20.4
Retention	Retain for 10 years and no longer needed for business of the department, then destroy.
Justification for Permanent Retention	

DEPARTMENT OF GENERAL SERVICES
RECORDS MANAGEMENT DIVISION
RECORDS INVENTORY AND RETENTION SCHEDULE

Schedule No. **m439**
(To be completed by DGS/Records Management Division)

Records Series Title: CURRENCY SEIZURE RECORDS	Page 62 of 82
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Record Series Content	Documentation, to include indexing system, related to currency seizures and forfeiture proceedings related to a criminal investigation
Record Series Function	Documentation of currency seizures
Organization/Arrangement	Chronologically and then by case report number
Indexing System	Excel Spreadsheet
Restrictions (Law or Regulation Citation)	None
Formats (bound book, microfilm, pdf, tif, etc.)	Paper/ Digital
Volume (file drawers, gigabytes, etc.)	Paper: Approx. (1) file cabinet drawer Digital: Approx. 200 MB
Annual Accumulation (file drawers, gigabytes, etc.)	Paper: less than (1) drawer Digital: less than 50 MB
Current Location	<u>Paper:</u> File cabinet in Administrative Support Services area <u>Digital:</u> FileOnQ (Vendor database) and S:Police/Admin Support Services/Financial
Audit Requirements	None
Date Span	2008- 2019
Completeness/Gaps	complete

Schedule Item Number	1.20.5
Retention	Retain originals for 10 years and no longer needed for business of the department, then destroy.
Justification for Permanent Retention	

DEPARTMENT OF GENERAL SERVICES
 RECORDS MANAGEMENT DIVISION
 RECORDS INVENTORY AND RETENTION SCHEDULE

Schedule No. **M 439**
 (To be completed by DGS/Records Management Division)

Records Series Title: GENERAL OPERATIONAL
 CORRESPONDENCE

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Record Series Content	Correspondence or other communication regarding general matters of operations that do not fall under any other applicable or specific record series.
Record Series Function	Documentation of communication regarding department operations
Organization/ Arrangement	Chronologically
Indexing System	none
Restrictions (Law or Regulation Citation)	None
Formats (bound book, microfilm, pdf, tif, etc.)	Paper/ Digital
Volume (file drawers, gigabytes, etc.)	Paper: Approx. (1) drawer Digital: Approx. 100 MB
Annual Accumulation (file drawers, gigabytes, etc.)	Paper: less than (1) drawer Digital: less than 10 MB
Current Location	<u>Paper:</u> Originator's files <u>Digital:</u> Appropriate S: Drive or Originator's H: Drive
Audit Requirements	N/A
Date Span	2015-2019
Completeness/Gaps	complete

Schedule Item Number	2.1.0
Retention	Retain 3 years and no longer needed for business of the department, then destroy.
Justification for Permanent Retention	N/A

DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION RECORDS INVENTORY AND RETENTION SCHEDULE	Schedule No. <i>m439</i> (To be completed by DGS/Records Management Division)
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Records Series Title: CASE FILES	Page 64 of 82
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Record Series Content	Case files may include, but are not limited to: initial and supplement reports, witness statements, crime scene or accident sketches, copies of photographs, copy of charging document and arrest reports, advice of rights form and written confession, search warrants or consent to search forms, release from investigation form, field or other notes made by the investigating officer, criminal history record information, forensic request and results forms, State's Attorney's Office subpoenas or court orders, and any other documentation pertinent to any investigation.
Record Series Function	Document criminal investigations
Organization/Arrangement	By case number assigned by Montgomery County Records Management System
Indexing System	none
Restrictions (Law or Regulation Citation)	None
Formats (bound book, microfilm, pdf, tif, etc.)	Paper/ Digital
Volume (file drawers, gigabytes, etc.)	Paper: Approx. 40 Boxes and 30 file cabinet drawers Digital: Approx: 5 GB
Annual Accumulation (file drawers, gigabytes, etc.)	Paper: Approx 5 boxes and 2 file cabinet drawers Digital: less than 1 GB
Current Location	<u>Paper:</u> Open case files secured within the investigating officer's personal file cabinet Suspended case files secured with open case files Archived/Closed case files stored in secure files in Special Operations Area <u>Digital:</u> 2017 and prior: Data stored in "Master Names" Expungements: S:Police/ Admin Support Services/ Expungements
Audit Requirements	none
Date Span	N/A
Completeness/Gaps	complete

Schedule Item Number	2.2.1
Retention	Retain until court ordered expungement received, then destroy <u>Unsolved Cases:</u> Retain until statute of limitations has expired, then destroy. <u>Closed Cases:</u> Retain 75 years after adjudication date, then destroy.
Justification for Permanent Retention	N/A

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

Schedule No.

m439

(To be completed by DGS/Records Management Division)

**Records Series Title: Criminal/Civil Citations
(Ticket Books)**

Page 65 of 82

Record Series Content	Issued paper civil and criminal citations for violation(s) of the state, county and municipal code(s) and regulation(s).
Record Series Function	To document Departmental paper copies of issued civil and criminal citations. There are multiple copies sent to the state, court and the officer.
Organization/ Arrangement	Chronological
Indexing System	None
Restrictions (Law or Regulation Citation)	None
Formats (bound book, microfilm, pdf, tif, etc.)	Paper
Volume (file drawers, gigabytes, etc.)	Approx: (1) file cabinet drawer
Annual Accumulation (file drawers, gigabytes, etc.)	Less than (1) drawer
Current Location	Secured basement filing cabinet
Audit Requirements	None
Date Span	2016-2019
Completeness /Gaps	complete

Schedule Item Number	2.3.1
Retention	After adjudicated, retain Department copy for 4 years from date of offense, then destroy. Retain un-adjudicated department copy of the citations for 5 years, then destroy.
Justification for Permanent Retention	N/A

DEPARTMENT OF GENERAL SERVICES
 RECORDS MANAGEMENT DIVISION
 RECORDS INVENTORY AND RETENTION SCHEDULE

Schedule No. *m439*
 (To be completed by DGS/Records Management Division)

Records Series Title: TRAFFIC CITATIONS (Ticket Books)

Page 66 of 82

Record Series Content	Maryland State issued Traffic citation books, citation book log, citations issued and/ other related materials related to traffic citation, regardless of issued, adjudicated or non-adjudicated.
Record Series Function	Documentation, inventory and related records of traffic citations.
Organization/ Arrangement	Chronologically
Indexing System	none
Restrictions (Law or Regulation Citation)	None
Formats (bound book, microfilm, pdf, tif, etc.)	Paper/Digital
Volume (file drawers, gigabytes, etc.)	Paper: Approx. (1) filing cabinet drawer Digital: Approx. 10 MB
Annual Accumulation (file drawers, gigabytes, etc.)	Paper: Less than (1) drawer Digital: less than 2MB
Current Location	Paper: Basement filing cabinet Digital: S:\Police\Admin Support Services\WARNINGS & TRAFFIC CITATIONS SCANNED
Audit Requirements	none
Date Span	2015-2019
Completeness/Gaps	complete

Schedule Item Number	2.3.3
Retention	4 years after the court case is adjudicated and are no longer needed for business, then destroy.
Justification for Permanent Retention	N/A

DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION RECORDS INVENTORY AND RETENTION SCHEDULE	Schedule No. <i>m439</i> (To be completed by DGS/Records Management Division)
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Records Series Title: TRAFFIC VIOLATION WARNINGS (Citation Book)	Page 67 of 82
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Record Series Content	Issued in lieu of a citation for an observed traffic offense.
Record Series Function	Documentation, inventory and records of traffic warning books
Organization/ Arrangement	Organized chronologically
Indexing System	none
Restrictions (Law or Regulation Citation)	None
Formats (bound book, microfilm, pdf, tif, etc.)	Paper/Digital
Volume (file drawers, gigabytes, etc.)	Paper: Approx. (1) file cabinet drawer Digital: Approx. 10 MB
Annual Accumulation (file drawers, gigabytes, etc.)	Paper: Less than (1) drawer Digital: less than 2 MB
Current Location	<u>Paper:</u> Secured file cabinet in Administrative Support Services area <u>Digital:</u> S:\PoliceAdmin Support Services\WARNINGS & TRAFFIC CITATIONS SCANNED\WARNINGS 2017-2018
Audit Requirements	none
Date Span	2017-2019
Completeness /Gaps	complete

Schedule Item Number	2.3.4
Retention	<u>Paper:</u> Retain 4 years, scan to MSA standards, then destroy. <u>Digital:</u> Retain 4 years, then destroy.
Justification for Permanent Retention	N/A

DEPARTMENT OF GENERAL SERVICES
 RECORDS MANAGEMENT DIVISION
 RECORDS INVENTORY AND RETENTION SCHEDULE

Schedule No. **M439**
 (To be completed by DGS/Records Management Division)

Records Series Title: **PARKING CITATIONS** Page **68** of **82**

Record Series Content	Data, information and documentation related to the issuance of a parking violation.
Record Series Function	Documentation of parking violations
Organization/Arrangement	<u>Paper</u> : Organized by year and month
Indexing System	none
Restrictions (Law or Regulation Citation)	none
Formats (bound book, microfilm, pdf, tif, etc.)	Paper
Volume (file drawers, gigabytes, etc.)	Approx. (1) drawer
Annual Accumulation (file drawers, gigabytes, etc.)	Less than (1) drawer
Current Location	<u>Paper</u> : File cabinet in Administrative Services Support area
Audit Requirements	None
Date Span	2014-2019
Completeness/Gaps	complete

Schedule Item Number	2.3.6
Retention	4 years plus the current year and no longer needed for business of the department, then destroy.
Justification for Permanent Retention	N/A

DEPARTMENT OF GENERAL SERVICES
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 RECORDS INVENTORY AND RETENTION SCHEDULE

Schedule No. **m439**
 (To be completed by DGS/Records Management Division)

Records Series Title: CITATION BOOK INVENTORY Page 69 of 82

Record Series Content	Traffic citations books, criminal and civil citation books, parking ticket books and State Equipment Repair Order citation books, to include audit records of all citation books.
Record Series Function	A record/ inventory of yet-to-issued citations books, to include: Traffic, criminal and civil, and SEROs.
Organization/ Arrangement	Organized chronologically and then by type of citation and citation number series
Indexing System	none
Restrictions (Law or Regulation Citation)	none
Formats (bound book, microfilm, pdf, tif, etc.)	Digital
Volume (file drawers, gigabytes, etc.)	Approx. 10 MB
Annual Accumulation (file drawers, gigabytes, etc.)	Less than (1) MB
Current Location	S:Police/Admin Support Services/Audit
Audit Requirements	None
Date Span	2011- 2019
Completeness /Gaps	Missing 2012, 2015, 2016

Schedule Item Number	2.3.7
Retention	Retain for 2 years and no longer needed for business of the department, then destroy.
Justification	N/A

DEPARTMENT OF GENERAL SERVICES
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Schedule No. **M 439**
 (To be completed by DGS/Records Management Division)

Records Series Title: MASTER NAME DIRECTORY

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Record Series Content	Master Name program, listing names of victims, suspects and accused generated from criminal investigations and complaints and including contact and any other related information.
Record Series Function	A historical database that includes information related to criminal investigation. It only includes information from 2017 and prior. This is no longer in use or being added to and was only used thru 2017.
Organization/ Arrangement	Organized by name
Indexing System	none
Restrictions (Law or Regulation Citation)	none
Formats (bound book, microfilm, pdf, tif, etc.)	Digital
Volume (file drawers, gigabytes, etc.)	Approx. 3 GB
Annual Accumulation (file drawers, gigabytes, etc.)	0, no longer being added to
Current Location	<u>Digital</u> : City Applications/Police/Master Names
Audit Requirements	None
Date Span	1996-2017
Completeness /Gaps	complete

Schedule Item Number	2.4.1
Retention	Retain 35 years from last entry, then destroy.
Justification	N/A

DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION RECORDS INVENTORY AND RETENTION SCHEDULE	Schedule No. M439 (To be completed by DGS/Records Management Division)
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Records Series Title: CRIMINAL INTELLIGENCE LEAD SHEETS	Page 71 of 82
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Record Series Content	Information gathered or collected, analyzed, recorded and disseminated by law enforcement agencies concerning types of crime, identified criminals and known or suspected criminal groups. Criminal intelligence is compiled by using surveillance, informants, interrogation and research. This does not include formal incident reports. (Those are maintained by Montgomery County Police)
Record Series Function	Documentation is used for crime analysis
Organization/Arrangement	This database can be searched in multiple ways.
Indexing System	none
Restrictions (Law or Regulation Citation)	Guidelines of 28 CFR Part 23 are followed and adhered to.
Formats (bound book, microfilm, pdf, tif, etc.)	Paper/Digital
Volume (file drawers, gigabytes, etc.)	Paper: Approx. (1) File cabinet drawer Digital: Approx. (1) GB
Annual Accumulation (file drawers, gigabytes, etc.)	Paper: less than (1) drawer Digital: less than (1) GB
Current Location	<u>Paper</u> : Stored in a secured file cabinet in Street Crimes Unit Office <u>Digital</u> : CrimeNtel (Vendor database)
Audit Requirements	None
Date Span	N/A
Completeness/Gaps	complete

Schedule Item Number	2.4.2
Retention	Retain 5 years from date initiated, then destroy (per guidelines of 28 CFR Part 23)
Justification for Permanent Retention	N/A

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Schedule No. **m439**
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Records Series Title: **INFORMANT FILES** Page **72** of **82**

Record Series Content	Includes history sheets and background investigations of informants.
Record Series Function	Documentation of informants and contacts.
Organization/ Arrangement	By an informants Name or unique identification number
Indexing System	none
Restrictions (Law or Regulation Citation)	Maryland General Code Ann., Sec. 4-351, Sec. 4-316 or possibly Sec. 4-343.
Formats (bound book, microfilm, pdf, tif, etc.)	Paper/Digital
Volume (file drawers, gigabytes, etc.)	Paper: Approx. (1) drawer Digital: Approx (1) GB
Annual Accumulation (file drawers, gigabytes, etc.)	Paper: less than (1) drawer Digital: less than (1) GB
Current Location	<u>Paper:</u> Prior to 2019: Stored in secured file in Street Crimes Unit <u>Digital:</u> 2019 and forward: CrimeNtel (Vendor database)
Audit Requirements	None
Date Span	N/A
Completeness /Gaps	complete

Schedule Item Number	2.4.3
Retention	10 years after last documented contact, then destroy.
Justification for Permanent Retention	N/A

DEPARTMENT OF GENERAL SERVICES
 RECORDS MANAGEMENT DIVISION
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Schedule No. **M439**
 (To be completed by DGS/Records Management Division)

Records Series Title: **BAN NOTICE FILES**

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Record Series Content	List of persons banned from a property within the City, including all identifying information.
Record Series Function	Documentation of persons, businesses and agreements as they relate to ban notices.
Organization/ Arrangement	Organized chronological and then by last name of person or business name
Indexing System	None
Restrictions (Law or Regulation Citation)	None
Formats (bound book, microfilm, pdf, tif, etc.)	Paper/Digital
Volume (file drawers, gigabytes, etc.)	Paper: approx.. (2) binders Digital: approx.. 100 MB
Annual Accumulation (file drawers, gigabytes, etc.)	Paper: less than (1) binder Digital: less than 20 MB
Current Location	<u>Paper:</u> Stored in Community Services Officer office <u>Digital:</u> S:Police/Ban Notices and Authorization letters
Audit Requirements	None
Date Span	N/A
Completeness/Gaps	complete

Schedule Item Number	2.4.4
Retention	<u>Paper:</u> 4 years plus the year in which issued and no longer needed for business of the department, then destroy. <u>Digital:</u> Retain for 1 year and no longer needed for business of the department, then destroy.
Justification for Permanent Retention	N/A

DEPARTMENT OF GENERAL SERVICES
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Schedule No. M439
 (To be completed by DGS/Records Management Division)

Records Series Title: CANINE RECORDS

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Record Series Content	Hard copies of apprehension, narcotic detection, retraining records, medical, etc. will be maintained throughout the working life of the canine.
Record Series Function	Documenting anything involving a police dog and the handler.
Organization/ Arrangement	Organized through the vendor by the canine handler
Indexing System	none
Restrictions (Law or Regulation Citation)	none
Formats (bound book, microfilm, pdf, tif, etc.)	Digital
Volume (file drawers, gigabytes, etc.)	Approx.. (2 GB)
Annual Accumulation (file drawers, gigabytes, etc.)	Less than (1) GB
Current Location	Stored in K9Track (Vendor database) under individual handlers
Audit Requirements	None
Date Span	N/A
Completeness/Gaps	complete

Schedule Item Number	2.5.1
Retention	Retain until canine is retired, then destroy
Justification for Permanent Retention	N/A

DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION RECORDS INVENTORY AND RETENTION SCHEDULE	Schedule No. <i>M439</i> (To be completed by DGS/Records Management Division)
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Records Series Title: FIELD INTERVIEW REPORTS	Page 75 of 82
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Record Series Content	Used as an intelligence-gathering document for persons or vehicles stopped and interviewed because of suspicious behavior.
Record Series Function	Documentation for intelligence purposes
Organization/ Arrangement	Organized by year
Indexing System	None
Restrictions (Law or Regulation Citation)	none
Formats (bound book, microfilm, pdf, tif, etc.)	paper
Volume (file drawers, gigabytes, etc.)	N/A
Annual Accumulation (file drawers, gigabytes, etc.)	N/A
Current Location	<u>Paper</u> : Prior to August 2018: Stored in boxes in basement
Audit Requirements	None
Date Span	2014-2018
Completeness /Gaps	complete

Schedule Item Number	2.6.3
Retention	<u>Paper</u> : Retain 4 years plus the year in which it was issued, then destroy
Justification for Permanent Retention	N/A

DEPARTMENT OF GENERAL SERVICES
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Schedule No.

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(To be completed by DGS/Records Management Division)

Records Series Title: RESPONSE TO RESISTANCE
 AGGRESSION PACKET

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Record Series Content	Records include Response To Resistance & Aggression Report form, event report, photos, officer statements, investigators report, Computer Aided Dispatch print out, Emergency Communications Center recordings and any other supporting documentation.
Record Series Function	Documentation of use of force
Organization/ Arrangement	Organized chronologically and by unique number
Indexing System	none
Restrictions (Law or Regulation Citation)	none
Formats (bound book, microfilm, pdf, tif, etc.)	Digital
Volume (file drawers, gigabytes, etc.)	Approx. (12) GB
Annual Accumulation (file drawers, gigabytes, etc.)	Less than (1) GB
Current Location	S:Shared/Secured/Police/Response to Resistance Aggression Reports
Audit Requirements	None
Date Span	2017-2019
Completeness /Gaps	complete

Schedule Item Number	2.6.4
Retention	Retain 10 years from date of incident, then destroy
Justification for Permanent Retention	N/A

DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION RECORDS INVENTORY AND RETENTION SCHEDULE	Schedule No. <i>m439</i> (To be completed by DGS/Records Management Division)
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Records Series Title: GENERAL OPERATIONAL REPORTS CORRESPONDENCE	Page 77 of 82
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Record Series Content	Correspondence or other communication regarding matters of general operational reports that do not fall under any other applicable or specific record series.
Record Series Function	Documentation of communication and correspondence regarding operational reports for the department.
Organization/ Arrangement	Chronologically
Indexing System	none
Restrictions (Law or Regulation Citation)	None
Formats (bound book, microfilm, pdf, tif, etc.)	Paper/ Digital
Volume (file drawers, gigabytes, etc.)	Paper: approx.. (1) drawer Digital: approx.. (1) GB
Annual Accumulation (file drawers, gigabytes, etc.)	Paper: less than (1) drawer Digital: less than (1) GB
Current Location	<u>Paper:</u> Originator's files <u>Digital:</u> Appropriate S: Drive or Originator's H: Drive
Audit Requirements	N/A
Date Span	2017-2019
Completeness/Gaps	complete

Schedule Item Number	2.7.0
Retention	Retain 3years and no longer needed for business of the department, then destroy.
Justification for Permanent Retention	N/A

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Schedule No. **M439**
 (To be completed by DGS/Records Management Division)

Records Series Title: CRIME ANALYSIS REPORTS

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Record Series Content	Daily, weekly and monthly crime activity reports.
Record Series Function	A report of criminal activities
Organization/ Arrangement	Chronologically
Indexing System	None
Restrictions (Law or Regulation Citation)	none
Formats (bound book, microfilm, pdf, tif, etc.)	Digital
Volume (file drawers, gigabytes, etc.)	Appro. (100) MB
Annual Accumulation (file drawers, gigabytes, etc.)	Less than (25) MB
Current Location	S:Shared/Police/COS/Crime Stats
Audit Requirements	None
Date Span	2015- 2019
Completeness /Gaps	complete

Schedule Item Number	2.7.3
Retention	4 years plus the current year, then destroy/delete
Justification for Permanent Retention	N/A

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Schedule No. **M439**
 (To be completed by DGS/Records Management Division)

Records Series Title: IN-CAR RECORDING SYSTEM

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Record Series Content	In-car video/audio recording systems.
Record Series Function	Documentation of police contacts and other related activities
Organization/ Arrangement	Organized in a database that assigns a unique number but can be searched multiple ways
Indexing System	none
Restrictions (Law or Regulation Citation)	none
Formats (bound book, microfilm, pdf, tif, etc.)	Digital
Volume (file drawers, gigabytes, etc.)	N/A
Annual Accumulation (file drawers, gigabytes, etc.)	N/A
Current Location	Arbitrator Server
Audit Requirements	None
Date Span	2014-2019
Completeness /Gaps	complete

Schedule Item Number	2.8.1
Retention	Retain Pursuit, DUI, Criminal, Use of Force and Evidence Classifications will be retained 5 years and no longer needed for business of the department, then destroy. For all other classifications, retain 180 days, then destroy.
Justification for Permanent Retention	N/A

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Schedule No.

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(To be completed by DGS/Records Management Division)

Records Series Title: MOBILE DATA EXTRACTIONS

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Record Series Content	Mobile data extractions from cell phones, computers, tablets and other electronic equipment, including data such as emails, texts, photos, oral conversations and other communications, gained from uniform forensic extraction devices and other systems.
Record Series Function	Documentation of information and data recovered
Organization/ Arrangement	Organized chronologically and by case report number
Indexing System	none
Restrictions (Law or Regulation Citation)	none
Formats (bound book, microfilm, pdf, tif, etc.)	Digital
Volume (file drawers, gigabytes, etc.)	Approx.. 763 GB
Annual Accumulation (file drawers, gigabytes, etc.)	0
Current Location	S:Shared/Secured/Digital Evidence/ Phone Evidence
Audit Requirements	None
Date Span	2012- 2018
Completeness/Gaps	complete

Schedule Item Number	2.8.2
Retention	Program Discontinued in 2019. 2018 and prior: 4 years plus the current year, then review annually and destroy records no longer needed for business of the department.
Justification for Permanent Retention	N/A

DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION RECORDS INVENTORY AND RETENTION SCHEDULE	Schedule No. <i>m439</i> (To be completed by DGS/Records Management Division)
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Records Series Title: ELECTRONIC CRIME DATABASES	Page 81 of 82
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Record Series Content	These records are for electronic programs used by officers in their everyday work. They include telecommunications, logs, messages, and other data from the Maryland Electronic Telecommunications Enforcement Resources (METER) system, the Maryland Interagency Law Enforcement System (MILES), the National Law Enforcement Telecommunication System (NLETS), the Criminal Justice Information System (CJIS), and the Maryland/National Crime Information Center (NCIC). This also includes audit records.
Record Series Function	Documenting the use of these systems
Organization/ Arrangement	Chronologically
Indexing System	none
Restrictions (Law or Regulation Citation)	none
Formats (bound book, microfilm, pdf, tif, etc.)	Paper/Digital
Volume (file drawers, gigabytes, etc.)	Paper: Approx. (1) binder Digital: Approx. (1) GB
Annual Accumulation (file drawers, gigabytes, etc.)	Paper: less than (1) binder Digital: less than (1) GB
Current Location	<u>Paper</u> : Stored in binder in Investigations Division area <u>Digital</u> : Stored in appropriate file on S:Shared/Secured/Police/Administrative Bureau/ Criminal History Systems & Audits
Audit Requirements	None
Date Span	2002-2019
Completeness/Gaps	2003 thru 2005 (unknown reason)

Schedule Item Number	2.8.3
Retention	Retain 10 years and no longer needed for business of the department, then destroy.
Justification for Permanent Retention	N/A

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Schedule No. **m439**
 (To be completed by DGS/Records Management Division)

Records Series Title: E*JUSTICE (BLUE) SCAN SHEETS Page 82 of 82

Record Series Content	Transmittal sheet documenting additional supporting documents that are scanned and attached to police reports that are in the records management system, hosted by Montgomery County Police.
Record Series Function	Documents items scanned into the record management system to be attached specific reports
Organization/ Arrangement	Chronologically
Indexing System	None
Restrictions (Law or Regulation Citation)	none
Formats (bound book, microfilm, pdf, tif, etc.)	Paper
Volume (file drawers, gigabytes, etc.)	Approx. (1) file drawer
Annual Accumulation (file drawers, gigabytes, etc.)	Less than (1) drawer
Current Location	File cabinet in Administrative Services Support area
Audit Requirements	None
Date Span	2017-2019
Completeness /Gaps	complete

Schedule Item Number	2.8.4
Retention	1 years plus the year in which it was issued, then destroy
Justification for Permanent Retention	N/A

ATTACHMENT A

NAME	RETENTION DURATION
Uncategorized	367 days
0100 Homicide	50 years
0200 Rape	50 years
0300 Robbery	50 years
0400 Aggravated Assault	50 years
0500 Burglary	50 years
0600 Larceny - Felony	10 years
0600 Larceny - Misdemeanor	10 years
0700 Auto Theft	10 years
0800 Assault	10 years
0900 Arson	10 years
1000 Forgery-Counterfeiting (Credit/Identity)	10 years
1400 Vandalism	10 years
1500 Weapons	50 years
1700 Sex Offenses - Felony	50 years

ATTACHMENT A

NAME	RETENTION DURATION
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1700 Sex Offenses - Misdemeanor

10 years

1800 CDS Laws - Felony

50 years

1800 CDS Laws - Misdemeanor

10 years

1900 Gambling

10 years

2000 Family Offenses

10 years

2100 Juvenile Offenses

10 years

2200 Liquor Law Violations

10 years

2300 Contributing

10 years

2400 Disorderly Conduct

10 years

2600 Suicide

10 years

2715 Blackmail/Extortion

10 years

2726 Kidnapping

50 years

2812 DUI/DWI

10 years

5000 Traffic Collision

10 years

5300 Traffic Collision (Fatal)

10 years

ATTACHMENT A

NAME	RETENTION DURATION
All Other Evidentiary Recordings	10 years
All Other Non-Evidentiary Recordings	367 days
BWC Testing and Trial	367 days
CEW Device Logs	50 years
Civil Litigation	50 years
Complaint	10 years
Critical Incident	50 years
Evidence	10 years
FIR	2 years
First Report of Injury	50 years
FOYA Request	10 years
Internal Affairs	50 years
Maintenance/ Trouble Shooting	1 week
Pending Review	8 weeks
Performance Issues	3 years

ATTACHMENT A

NAME	RETENTION DURATION
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Pursuit	10 years
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Response to Resisitance/Aggression	10 years
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Traffic Stop (no arrest)	3 years
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Training	2 weeks
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Training Issues	10 years
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Unintended/ Prohibited Activation	26 weeks
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