



PRINCE GEORGE'S COUNTY  
OFFICE OF CENTRAL SERVICES  
ADMINISTRATIVE SERVICES DIVISION  
RECORDS CENTER



SCHEDULE NO. C-615	RECORDS RETENTION AND DISPOSAL SCHEDULE	PAGE NO. 1 of 13
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PRINCE GEORGE'S COUNTY POLICE DEPARTMENT	POLICE RECORDS CENTER
DEPARTMENT/AGENCY	DIVISION

ITEM NO.	SUPERSEDES C-558 DESCRIPTION	RETENTION
100	<u>ACCOUNTING RECORDS</u>	
101	Bad Checks Records (Includes correspondence/transmittals for uncollectible checks).	Cutoff at end of Fiscal year. Retain for 2 years, then destroy.
102	Bills/Invoices (Includes correspondence/invoices/bills for fiscal operations).	Cutoff at end of fiscal year. Retain for 2 years, then destroy.
103	Budget Records (Includes correspondence/estimates for budget preparation and submission).	Cutoff at end of fiscal year. Retain for 2 years, then destroy.
104	Capital Budget Records (Includes correspondence/estimates for capital expenditures).	Cutoff at end of fiscal year. Retain for 2 years, then destroy.
105	Purchase Orders/Requisitions (Includes purchase orders/requisitions for supplies and equipment).	Cutoff at end of fiscal year. Retain for 2 years, then destroy.

	Director, Police Records Center	10-23-87
SIGNATURE	TITLE OF DEPT/AGENCY REPRESENTATIVE	DATE
	County Records Manager <del>XXXXXXXXXXXXXXXXXXXXXXXXXXXX</del>	10/26/87
SIGNATURE	TITLE	DATE

Schedule Authorized by Hall of Records Commission

		1/27/88
SIGNATURE	TITLE	DATE

DISTRIBUTION: Original - Hall of Records; 2nd Copy - Department/Agency; 3rd Copy - Records Manager

**RECORDS RETENTION AND DISPOSAL SCHEDULE**  
 (CONTINUATION SHEET)

Item No.	SUPERSEDES C-558 Description	Retention
106	Revenue Collection Records (Includes receipts/transmittals for revenue from police records sales).	Cutoff at end of fiscal year. Retain for 2 years, then destroy.
200	<u>ADMINISTRATIVE RECORDS</u>	
201	Bills/Resolutions (Includes proposed/passed County/State/Federal bills/resolutions for public safety operations).  A. County Bills B. Federal Bills C. State Bills	Retain until amended or repealed, then destroy.
202	Contractual Records (Includes correspondence/agreements/permits for contractual services and information disclosures).	Destroy 1 year after date of expiration.
203	Correspondence (Administrative) (Includes internal/external correspondence for police information management operations).	Cutoff at end of calendar year. Retain for 1 year, then destroy.
204	Directives Records (Includes administrative directives/orders/procedures executive orders/regulations for property, information and personnel management).  A. County Government  B. Departmental  C. Division  D. External	Destroy when superseded or obsolete. Destroy when superseded or obsolete. Destroy when superseded or obsolete. Destroy when superseded or obsolete.
205	Division Minutes (INCLUDES minutes of meetings created by Division Director).	Retain permanently.

**RECORDS RETENTION AND DISPOSAL SCHEDULE**  
 (CONTINUATION SHEET)

Item No.	Description SUPERSEDES C-558	Retention
206	Inventory Records (Includes acquisition records for inventoried fixed and non-fixed assets).	Destroy when superseded by annual inventory and/or obsolete.
207	Laws/Regulations (Includes local/state/federal laws/regulations passed by County Council, Maryland General Assembly, and U.S. Congress, including executive branch issuances).  A. County Ordinances B. Federal Laws C. State Laws D. Other State Laws	Retain until amended or repealed, then destroy.
208	Legal Opinions/Advisory Records (Includes legal opinions/advisories for police public information disclosures).	Destroy when superseded or obsolete.
209	Organization Records (Includes staffing charts/related materials).	Retain permanently.
210	Planning Records (Includes correspondence/plans/reports for projects management operations).	Cutoff at end of calendar year. Retain for 2 years, then destroy.
211	Project Records (Includes correspondence/projects associated with police management operations).	Cutoff at end of calendar year. Retain for 2 years, then destroy.
212	Property Turn-In Records (Includes correspondence/reports for office equipment surplus/transfer/disposal operations).	Cutoff at end of calendar year. Retain until property inventory records updated, then destroy.
213	Records Management Files (Includes records retention schedules/transfers receipts/disposal certificates).  A. Records Disposal Certificates  B. Records Retention Schedules	Retain for 5 years.  Destroy when superseded or updated.

**RECORDS RETENTION AND DISPOSAL SCHEDULE**  
 (CONTINUATION SHEET)

Item No.	SUPERSEDES C-558 Description	Retention
	C. Records Transfers/Receipts	Destroy when off-site records destroyed.
214	Reports/Statistics (Includes recurring/non-recurring management information reports).	
	A. Computer Downtime Records	Cutoff at end of calendar year. Retain for 3 years, then destroy.
	B. Monthly Activity Records	Cutoff at end of calendar year. Retain for 10 years, then destroy.
	C. Service Indicator Records	Cutoff at end of calendar year. Retain for 10 years, then destroy.
	D. Other Administrative Reports (Includes recurring/non-recurring/special administrative management reports).	Destroy when no longer useful.
215	Subpoena/Order Records (Includes correspondence/subpoenaes/orders for civil/criminal depositions).	Cutoff at end of calendar year. Retain for 2 years, then destroy.
300	<u>COMPUTER RECORDS</u>	
	(Includes computerized dispatch, incident, accident, traffic, alcohol, precious metals, property, adult, juvenile, and fingerprint information stored in computer disks and tapes).	
301	Adult File (Includes on-line case files for adult offenders arrested/tried for criminal activities).	Retain on-line until offender becomes 75 years old. Convert to COM tape when offender has not been arrested within 10 years. Retain COM record until offender reaches age 75, then destroy.

**RECORDS RETENTION AND DISPOSAL SCHEDULE**  
(CONTINUATION SHEET)

Item No.	SUPERSEDES C-558 Description	Retention
302	CAD Dispatch File/10-31 Cases (Includes on-line information exchanges between dispatchers/officers and citizens for police services without reports).	Retain on-line for 60 days. Convert to COM tape for 25 years retention, then destroy.
303	CAD Dispatch File/10-32 Cases (Includes on-line information exchanges between dispatchers/officers and citizens for police services followed by incident reports).	Retain on-line for 2 years. Convert to COM tape for 23 years retention, then destroy.
304	CAN File (Includes on-line information for crime analyses).	Retain on-line for 2 years. Convert to COM tape for 8 years retention, then destroy.
305	Incident File (Includes on-line information for crimes against persons and property, including non-criminal events handled by police).	Retain on-line for 2 years. Convert to COM tape for 23 years retention, then destroy.
306	Juvenile File (Includes on-line case files for juvenile offenders arrested for criminal activities).	Retain on-line until offender becomes 21 years old. Convert to COM tape for 9 years retention, then destroy.
307	Persons File (Includes on-line information for persons/organizations associated with incident and special reports).	Retain on-line for 2 years. Convert to COM tape for 23 years retention, then destroy.
308	Precious Metals/Pawn File (Includes on-line information for precious metals/pawned items bought/sold by dealers).	Retain on-line for 1 year. Convert to COM tape for 5 years retention, then destroy.
309	Property File (Includes on-line information for recovered/lost/found property).	Retain on-line for 2 years. Convert to COM tape for 23 years retention, then destroy.
310	Vehicle File (Includes on-line information for stolen/recovered/imponded/other motor vehicles).	Retain on-line for 2 years. Convert to COM tape for 23 years retention, then destroy.

**RECORDS RETENTION AND DISPOSAL SCHEDULE**  
(CONTINUATION SHEET)

Item No.	SUPERSEDES C-558 Description	Retention
311	UCR File (Includes on-line victim/offender information collected for the National Uniform Crime Reporting Program).	Retain on-line for 2 years. Convert to COM tape for 8 years retention, then destroy.
312	RAFIS Records (Includes computerized fingerprints for missing children, criminal identification, employment, and licensing purposes).	
	A. Missing Children Prints (Includes computerized fingerprints for missing children).	Retain on-line for 7 years, then delete.
	B. Ten-Fingerprints (Sworn)	Retain on-line until employee separation, then delete.
	C. Ten-Fingerprints (Adult) (Includes computerized fingerprints for adult criminal offenders).	Retain on-line until offender becomes 61 years old, then delete.
	D. Ten-Fingerprints (Juvenile)	Retain on-line until offender becomes 21 years old, then delete.
	E. Adult Fingerprints (Other LEA) (Includes computerized adult fingerprints collected from non-affiliated local, state, and federal law enforcement agencies).	Retain on-line until offender becomes 61 years old, then delete.
	F. Juvenile Fingerprints (Other LEA) (Includes computerized juvenile fingerprints collected from non-affiliated local, state, and federal law enforcement agencies).	Retain on-line until offender becomes 21 years old, then delete.
400	<u>IDENTIFICATION RECORDS</u>	
	(Includes fingerprints/latent prints for missing children, criminal identification, employment, and licensing purposes).	
401	Criminal Photographs (Includes positives and negatives for adult criminal identifications).	

**RECORDS RETENTION AND DISPOSAL SCHEDULE**  
(CONTINUATION SHEET)

Item No.	SUPERSEDES C-558 Description	Retention
401	A. Negatives (Adults)  B. Positives (Adults)  C. Photo Information Sheets	Retain for 10 years, then destroy.  Same as Item 401A above.  Same as Item 401A above.
402	Criminal Photographs (Includes positives and negatives for juvenile criminal identifications).  A. Negatives  B. Positives  C. Photo Information Sheets	Retain until offender becomes 21 years old, then destroy.  Same as Item 402A above.  Same as Item 402A above.
403	Criminal Prints (Includes fingerprints for adult and juvenile criminal identifications).  A. Adult Prints  B. Juvenile Prints  C. Identified Prints (Includes fingerprints for identified dead offenders).  D. Non-Identified Prints (Includes fingerprints for non-identified dead offenders).	Retain 1 MASTER fingerprint card until offender becomes 75 years old. Microfilm additional prints. Destroy hardcopy prints after microfilm inspection. Keep microfilmed prints until offender becomes 75 years old, then destroy.  Retain until offender becomes 25 years old, then destroy.  Cutoff at end of calendar year. Retain for 10 years. Microfilm hardcopy. Destroy hardcopy after film inspection.  Cutoff at end of calendar year. Retain for 25 years, then destroy.

RECORDS RETENTION AND DISPOSAL SCHEDULE  
(CONTINUATION SHEET)

Item No.	SUPERSEDES C-558 Description	Retention
404	<p>Latent Prints (Includes latent prints collected from crime scenes for suspect identifications).</p> <p>A. Latent Prints (Identified) (Includes latent prints collected from crime scenes with positive suspect identifications).</p> <p>B. Latent Prints w/o Values (Includes latent prints collected from crime scenes without identification values).</p> <p>C. Latent Prints (Includes latent prints collected from homicide, rape, robbery, and kidnapping cases without positive suspect identifications).</p>	<p>Cutoff at end of calendar year. Retain for 10 years, then destroy.</p> <p>Cutoff at end of calendar year. Retain for 2 years, then destroy.</p> <p>Cutoff at end of calendar year. Retain for 10 years, then destroy.</p>
405	<p>Non-Criminal Prints (Includes fingerprints for employment and licensing purposes).</p> <p>A. Civilian Employees (Includes fingerprints for agency employees engaged in police support operations).</p> <p>B. Fortune Tellers (Includes fingerprints for licensed persons engaged in fortune telling activities).</p> <p>C. Hackers/Taxi Drivers (Includes fingerprints for licensed persons engaged in passenger carrying motor vehicles).</p> <p>D. Masseurs/Masseuses (Includes fingerprints for licensed massage establishment personnel).</p> <p>E. Missing Children (Includes fingerprints for missing children).</p>	<p>Retain until employee termination, then destroy.</p> <p>Cutoff at end of calendar year. Destroy 1 year after last printing.</p> <p>Cutoff at end of calendar year. Destroy 1 year after last printing.</p> <p>Cutoff at end of calendar year. Destroy 1 year after last printing.</p> <p>Cutoff at end of calendar year. Retain for 7 years, then destroy.</p>



RECORDS RETENTION AND DISPOSAL SCHEDULE  
(CONTINUATION SHEET)

Item No.	SUPERSEDES C-558 Description	Retention
	F. Studio Models (Includes fingerprints for licensed commercial model studio personnel).	Cutoff at end of calendar year. Destroy 1 year after last printing.
	G. Sworn Employees (Includes fingerprints for agency sworn personnel engaged in law enforcement operations).	Retain until employee termination, then destroy.
406	Non-Affiliated LEA Prints (Includes adult/juvenile offender fingerprints/latents collected from non-affiliated local, state, and federal law enforcement agencies).	Retain 1 MASTER fingerprint card until offender becomes 61 years old. Return duplicate prints to originating agency for disposal.
	A. Adult Fingerprints	Retain until offender becomes 18 years old. Return to originating agency for disposal.
	B. Juvenile Fingerprints	Return latents to originating agency for disposal.
	C. Latent Prints (Identified)	Cutoff at end of calendar year. Retain for 75 years. Microfilm hardcopy. Destroy hardcopy after film inspection.
407	Latent Case Records (Includes latent cases received by RAFIS Section).	
500	<u>PERSONNEL RECORDS</u>	
501	Correspondence (General) (Includes internal/external correspondence for personnel management operations).	Cutoff at end of calendar year. Retain for 1 year, then destroy.
502	Daily Personnel Reports (Includes correspondence/personnel reports/time records for payroll preparation).	Cutoff at end of calendar year. Retain for 2 years, then destroy.

**RECORDS RETENTION AND DISPOSAL SCHEDULE**  
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Item No.	SUPERSEDES C-558 Description	Retention
503	Doctors' Certificates (Includes correspondence/medical certificates for employee temporary disabilities).	Cutoff at end of calendar year. Retain for 2 years, then destroy.
504	Hiring Records (Includes records for employee hirings and releases).	Cutoff at end of calendar year. Retain for 2 years, then destroy.
505	Leave Request Records (Includes requests for authorized/non-authorized leave records).	Cutoff at end of calendar year. Retain for 2 years, then destroy.
506	Injury Records (Includes employee on-site temporary injury records).	Cutoff at end of calendar year. Retain for 2 years, then destroy.
507	Police Leave Balance Records (Includes bi-weekly employee leave balance records).	Cutoff at end of calendar year. Retain for 1 year, then destroy.
600	<u>POLICE RECORDS</u>	
601	Arrest Number Records  (Includes daily transaction sheets for arrest/identification number issuances).	Cutoff at end of calendar year. Retain for 2 years, then destroy.
602	Arrest Case Records (Includes adult offender case files for criminal activities).	Retain until offender is 75 yrs. old. Microfilm hardcopy. Destroy hardcopy after film inspection. Destroy film cartridge after 60 years. Destroy deceased records after death confirmation.
603	Condition Reports (Includes condition reports for littering, debris, and storm drain violations).	Cutoff at end of calendar year. Retain for 2 years, then destroy.

**RECORDS RETENTION AND DISPOSAL SCHEDULE**  
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Item No.	SUPERSEDES C-558 Description	Retention
604	Expungement Records (Includes adult/juvenile offender records expunged by court orders/waiver hearings).  A. Adult Expungements  B. Juvenile Expungements	Cutoff at end of calendar year. Retain for 3 years, then destroy.  Same as Item 604A above.
605	Firearms Records (Includes searches for illegal firearms).	Cutoff at end of calendar year. Retain for 2 years, then destroy.
606	Incident Records (Includes crimes against persons and property, and other related reports).	Microfilm hardcopy. Destroy hardcopy after film inspection. Retain microfilm cartridge for 25 years, then destroy.
607	Juvenile Case Records (Includes juvenile offender case files for criminal activities).	Microfilm hardcopy. Destroy hardcopy after film inspection. Destroy microfilm after 10 yrs.
608	Photographic Negatives (Includes photo negatives collected from crime scenes/incidents).	Cutoff at end of calendar year. Retain for 25 years, then destroy.
609	Police Dissemination Records (Includes adult, juvenile, accident, photo, print, and FBI rap sheet information disseminations records).  A. Arrest Reports/Dispositions  B. Adult Name Searches  C. Incident Disseminations (Includes microfilm look-up incident disclosures).	Cutoff at end of calendar year. Retain for 3 yrs, then destroy.  Same as Item 609A.  Same as Item 609 A.

**RECORDS RETENTION AND DISPOSAL SCHEDULE**  
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Item No.	Description	Retention
609	D. Juvenile Disseminations (Includes juvenile reports, photo, and print disclosures).	Same as Item 609A.
	E. Photo/Print/FBI Rap Sheets (Includes adult photo, print, and FBI rap sheet disseminations).	Same as Item 609A.
610	Precious Metals/Pawn Records (Includes seller/buyer records for personal property sold/loaned to licensed dealers).	Cutoff at end of calendar year. Retain for 3 years, then destroy.
611	Property Inventory Records (Includes property inventory records for stolen, recovered, confiscated, lost, or found property).  A. White Copies  B. Canary Copies	Microfilm hardcopy. Destroy hardcopy after film inspection. Retain microfilm cartridge for 25 years, then destroy.  Cutoff at end of calendar year. Retain for 3 years, then destroy.
612	Ride-Along Records	Cutoff at end of calendar year. Retain for 2 years, then destroy.
613	Security Records (Includes records for crime preventions).	Cutoff at end of calendar year. Retain for 10 years, then destroy.
700	<u>PRINTOUT RECORDS</u>  (Includes reports/other machine readable records processed by data processing systems/computers).	
701	Bicycle Registrations	Destroy when superseded or obsolete.
702	Citation Dispositions	Destroy when superseded or obsolete.

**RECORDS RETENTION AND DISPOSAL SCHEDULE**  
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Item No.	Description SUPERSEDES C-558	Retention
703	Dispatch Records (Includes computer generated data handled by communications and field operations personnel).	Microfilm hardcopy. Destroy hardcopy after file inspection. Retain microfilm cartridge for 25 years, then destroy.
704	Precious Metals/Pawn Reports	Destroy when superseded or obsolete.
705	Other Computer Printouts	Destroy when superseded or obsolete.
800	<u>TRAFFIC/PARKING RECORDS</u> (Includes records for motor vehicle violations).	
801	Accident Photo Negatives	Cutoff at end of calendar year. Retain for 3 years, then destroy.
802	Maryland Uniform Complaints/Citations (#2 Copies)	Cutoff at end of calendar year. Retain for 3 years, then destroy.
803	Motor Vehicle Accident Reports	Cutoff at end of calendar year. Retain for 3 years, then destroy.
804	Parking Violations Notices	Cutoff at end of calendar year. Retain for 3 years, then destroy.
805	Safety Equipment Repair Orders	Cutoff at end of calendar year. Retain for 2 years, then destroy.
806	Traffic Citation Transmittal Sheets	Cutoff at end of calendar year. Retain for 3 years, then destroy.
807	Traffic Summons	Cutoff at end of calendar year. Retain for 2 years, then destroy.
808	Warning Notices	Cutoff at end of calendar year. Retain for 2 years, then destroy.