

RECORDS INVENTORY AND RETENTION SCHEDULE COVER SHEET

Schedule Number <small>(To be completed by DGS/Records Management Division)</small>	C1403
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Agency Information

Department / Agency	Frederick County Sheriff's Office
Division / Unit	Law Enforcement Bureau
Mission Statement/Link to division/unit website	www.FrederickCountyMD.gov/Sheriff

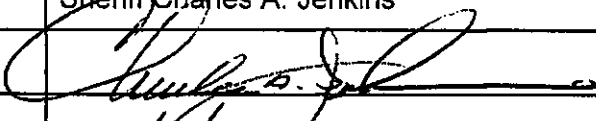
Schedule Information

Supersedes Schedule(s)	C1280
Amends Schedule(s)	C1403

Preparer Information

Name of Preparer	Scot E. Hopkins
Title of Preparer	Lt. Colonel
Preparer Email Address	SHopkins@FrederickCountyMD.gov
Preparer Telephone Number	301-600-3633
Date	6/8/18

Agency Approval

Name of Agency Director	Sheriff Charles A. Jenkins
Agency Director Signature	
Date	6/11/2018

State Archivist Approval

State Archivist Signature	
Date	1-2-19

DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION RECORDS INVENTORY AND RETENTION SCHEDULE	Schedule No. C1403 <small>(To be completed by DGS/Records Management Division)</small>
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Records Series Title: Accreditation Files	Page 1 of <u>27</u>
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Record Series Content	Accreditation Notifications and Sign Off Sheets, General Accreditation Compliance files otherwise known as "proofs" Policy development and Revisions
Record Series Function	We are an Accredited Police Agency through the Commission of Accreditation for Law Enforcement Agencies, Inc. (CALEA) These are proof of compliance records
Organization/ Arrangement	Relational Database (CALEA) and by General Policy Number
Indexing System	N/A
Restrictions (Law or Regulation Citation)	Some policies/CALEA Standards are restricted for confidentiality under Maryland 4-329 Most are not
Formats (paper, electronic, etc.)	Loose paper, then electronically scanned. Some digital photos downloaded into electronic files
Volume (file drawers, gigabytes, etc.)	3 file drawers (lateral); 61MB of server space for scanned electronic files after collection and scanning.
Annual Accumulation (file drawers, gigabytes, etc.)	1 File Drawer (lateral); 1 computer file folder.
Current Location	Personnel Services Section, 2nd floor of Law Enforcement Center on 110 East Airport Drive
Audit Requirements	CALEA requires audit every 3 years
Date Span	2009-2018
Completeness /Gaps	N/A

Schedule Item Number	1
Retention	Scan paper to Maryland State Archives standards, then destroy paper. Keep electronically for 8 years, then destroy.
Justification for Permanent Retention	N/A

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Records Series Title:
Annual Reports

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Record Series Content	Annual Report of Law Enforcement Bureau's Divisions and Units
Record Series Function	Summarizes each facet of the Law Enforcement Bureau into one document for publication and historical reference Includes statistical data and analysis
Organization/Arrangement	Chronological by year
Indexing System	N/A
Restrictions (Law or Regulation Citation)	N/A
Formats (paper, electronic, etc.)	Bound hard copy; electronically stored on server
Volume (file drawers, gigabytes, etc.)	One lateral file cabinet shelf
Annual Accumulation (file drawers, gigabytes, etc.)	One 3/8" thick book and comparable electronic storage space
Current Location	Fiscal Services – 2 nd floor of the Law Enforcement Center
Audit Requirements	N/A
Date Span	1991 - 2017
Completeness /Gaps	Did not exist prior to 1991

Schedule Item Number	2
Retention	Born-digital document printed as needed. Permanent Retention at Maryland State Archives. Transfer every 5 years.
Justification for Permanent Retention	Annual Summary of Sheriff's Office Operations for publication and Historical reference

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Records Series Title:
Arrest Files

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Record Series Content	Adult and Juvenile Arrest files including reports and photographs and any attachments
Record Series Function	Complete Record of Arrest for court prosecution and Arrest Documentation
Organization/ Arrangement	Filed numerically by case number chronologically by year.
Indexing System	Indexed and stored in Sheriff's Office Records Management System
Restrictions (Law or Regulation Citation)	Juvenile and Sociological information are not releasable (State Government Education Article SG 7-303 and General Provisions 4-330); Suspect information not releasable until after adjudication. (State Government General Provisions 4-351(b))
Formats (paper, electronic, etc.)	Paper folders and records management system files.
Volume (file drawers, gigabytes, etc.)	(8) 10' x 20' motorized shelving units; 500 GB records management system.
Annual Accumulation (file drawers, gigabytes, etc.)	3,500 files on Average.
Current Location	Records Section – Law Enforcement Center
Audit Requirements	N/A
Date Span	1988 - Present
Completeness /Gaps	None

Schedule Item Number	3
Retention	30 years, then destroy
Justification for Permanent Retention	N/A

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Records Series Title: Civil Process Files	Page 4 of <u>27</u>
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Record Series Content	Administrative documentation for Sheriff's Sales, Writs of Execution, and Fee Deposit and Disbursement Records for Paperwork Service.
Record Series Function	Mandated by Law to process and serve civil orders from the Maryland Courts.
Organization/ Arrangement	Numerical by case number
Indexing System	Indexed and included in Sheriff's Office Records Management System
Restrictions (Law or Regulation Citation)	None
Formats (paper, electronic, etc.)	Loose paper; computer files
Volume (file drawers, gigabytes, etc.)	1 file cabinet; Data Management System file folder
Annual Accumulation (file drawers, gigabytes, etc.)	1 File cabinet
Current Location	Civil Process Unit at Frederick County Courthouse, 100 West Patrick Street
Audit Requirements	None
Date Span	2010 - present
Completeness /Gaps	N/A

Schedule Item Number	4
Retention	8 years, then destroy
Justification for Permanent Retention	N/A

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Records Series Title: Correspondence (Administrative)	Page 5 of <u>27</u>
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Record Series Content	Incoming and outgoing business-related correspondence created in the course of Administering Agency Functions and Programs that documents work assigned, work accomplished, transactions made, or actions taken.
Record Series Function	Documents the implementation of agency functions.
Organization/Arrangement	Various by section. Some by year others by name.
Indexing System	N/A
Restrictions (Law or Regulation Citation)	For most documents, no. However, some are restricted for confidentiality under Maryland Annotated Code General Provisions Section 4-329
Formats (paper, electronic, etc.)	Loose paper; email
Volume (file drawers, gigabytes, etc.)	1 – 2 manilla file folder(s); electronic computer file.
Annual Accumulation (file drawers, gigabytes, etc.)	1 file cabinet or desk drawer
Current Location	Various Sections/offices within the Courthouse and Law Enforcement Center
Audit Requirements	None
Date Span	2012 - 2018
Completeness /Gaps	N/A

Schedule Item Number	5
Retention	5 years, then destroy
Justification for Permanent Retention	N/A

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Records Series Title: Correspondence (Transitory)	Page 6 of 27
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Record Series Content	Incoming and outgoing correspondence related to matters of short term interest containing no final contractual financial or policy information
Record Series Function	Maintain a file of correspondence related to the matter at hand, that when resolved there is no further use to keep.
Organization/Arrangement	Various by Section.
Indexing System	N/A
Restrictions (Law or Regulation Citation)	For most documents, no. However some are restricted to confidentiality under Maryland Annotated Code General Provisions Section 4-329.
Formats (paper, electronic, etc.)	Loose paper; email
Volume (file drawers, gigabytes, etc.)	1 – 2 manilla file folders; electronic computer files
Annual Accumulation (file drawers, gigabytes, etc.)	1 file cabinet or desk drawer
Current Location	Various Sections/offices within Courthouse and Law Enforcement Center
Audit Requirements	N/A
Date Span	Various
Completeness /Gaps	N/A

Schedule Item Number	6
Retention	Retain until Administrative needs end; then destroy
Justification for Permanent Retention	N/A

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Records Series Title: Correspondence (Executive)	Page 7 of <u>27</u>
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Record Series Content	Incoming and outgoing non-transitory, business related correspondence of the Agency Director documenting executive decisions.
Record Series Function	Agency Director uses these documents to make decisions on Agency interests, functions, policies procedures or programs.
Organization/ Arrangement	Filed alphabetically by name, chronologically by year.
Indexing System	N/A
Restrictions (Law or Regulation Citation)	For most documents, no. However some are restricted to confidentiality under Maryland Annotated Code General Provisions Section 4-329. Restricted material will be redacted, flagged, or divided from non-restricted material prior to transfer.
Formats (paper, electronic, etc.)	Loose paper; email
Volume (file drawers, gigabytes, etc.)	1-2 manilla file folder(s); electronic computer file
Annual Accumulation (file drawers, gigabytes, etc.)	1 file cabinet/desk drawer
Current Location	Various Sections/offices within the Courthouse and Law Enforcement Center
Audit Requirements	None
Date Span	2006-Current
Completeness /Gaps	N/A

Schedule Item Number	7
Retention	5 years, transfer to State Archives
Justification for Permanent Retention	These files document the agency's evolution over time through leadership decisions.

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Records Series Title: Crash Reconstructions	Page 8 of <u>27</u>
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Record Series Content	Detailed Report of Fatal Motor Vehicle crashes containing photos, autopsy results and other documents.
Record Series Function	Court, Highway Design (Re-Design), Lawsuits
Organization/ Arrangement	Filed numerically by case number, chronologically by year.
Indexing System	Indexed in Sheriff's Office Records Management System.
Restrictions (Law or Regulation Citation)	For most documents, no. However some are restricted to confidentiality under Maryland Annotated Code General Provisions Section 4-329.
Formats (paper, electronic, etc.)	3 Ring binder with tabs
Volume (file drawers, gigabytes, etc.)	2 Vertical file cabinet drawers
Annual Accumulation (file drawers, gigabytes, etc.)	¼ Vertical file cabinet drawer per year
Current Location	Records Section, Law Enforcement Center
Audit Requirements	N/A
Date Span	1988 - 2018
Completeness /Gaps	N/A

Schedule Item Number	8
Retention	30 years, then destroy
Justification for Permanent Retention	N/A

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Records Series Title: Incident Reports	Page 9 of <u>27</u>
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Record Series Content	Police Reports of Misdemeanor Crimes and Miscellaneous Events or Actions reported or witnessed by deputies
Record Series Function	Court, insurance claims, documentation of incident for future reference
Organization/Arrangement	Filed numerically by case number, chronologically by year.
Indexing System	Indexed and Included in Sheriff's Office Records Management System.
Restrictions (Law or Regulation Citation)	For most documents, no. However some are restricted to confidentiality under Maryland Annotated Code General Provisions Section 4-329.
Formats (paper, electronic, etc.)	Electronic Reports completed in our Records Management System.
Volume (file drawers, gigabytes, etc.)	Record Management System(500 gig)
Annual Accumulation (file drawers, gigabytes, etc.)	Approximately 9,000 Incident Reports
Current Location	Records Section, Law Enforcement Center
Audit Requirements	N/A
Date Span	2007 - 2017
Completeness /Gaps	N/A

Schedule Item Number	9
Retention	10 years, then destroy
Justification for Permanent Retention	N/A

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Records Series Title: Incident Reports (Open Part 1 Crimes)	Page 10 of <u>27</u>
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Record Series Content	Police Reports of Felony Crimes (Part 1) not yet closed by Arrest or Exceptional means (ie. death of suspect prior to arrest).
Record Series Function	Court, on-going/cold case investigations
Organization/ Arrangement	Filed numerically by case number, chronologically by year.
Indexing System	Indexed and stored in Sheriff's Office Records Management System
Restrictions (Law or Regulation Citation)	For most documents, No. However some are restricted to confidentiality under Maryland Annotated Code General Provisions Section 4-329.
Formats (paper, electronic, etc.)	Electronic Reports
Volume (file drawers, gigabytes, etc.)	2 Record Management Systems(500 gig each)
Annual Accumulation (file drawers, gigabytes, etc.)	Approximately 9,000 Incident Reports per year, however varying percentages of those will be open at any given time.
Current Location	Records Section, Law Enforcement Center
Audit Requirements	N/A
Date Span	Indefinitely
Completeness /Gaps	N/A

Schedule Item Number	10
Retention	Retain until closed by Arrest or Exceptional means, then keep until end of legal process, then destroy
Justification for Permanent Retention	N/A

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Records Series Title: K-9 Files	Page 11 of <u>27</u>
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Record Series Content	Canine training logs (Basic/Narcotic/Retraining, etc.), Explosive Detection form, and Monthly Reports.
Record Series Function	Canine training files are subject to subpoena and must be available for court. Also, documents canine's career progression.
Organization/Arrangement	By canine
Indexing System	N/A
Restrictions (Law or Regulation Citation)	For most, no. However some are restricted to confidentiality under Maryland Annotated Code General Provisions Section 4-329.
Formats (paper, electronic, etc.)	Loose paper
Volume (file drawers, gigabytes, etc.)	3 -5 Vertical file cabinets
Annual Accumulation (file drawers, gigabytes, etc.)	1 Vertical file cabinet drawer per canine.
Current Location	K-9 Unit, Law Enforcement Center
Audit Requirements	N/A
Date Span	Various, depending on canine
Completeness /Gaps	N/A

Schedule Item Number	11
Retention	Retain 5 years after service life of the canine, then destroy
Justification for Permanent Retention	N/A

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Records Series Title: Law Enforcement Aid Fund	Page 12 of <u>27</u>
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Record Series Content	Bank documents/Statements/Checkbook/Ledgers/Invoices Relating to the Administration of the Law Enforcement Aid Fund
Record Series Function	Frederick County Resolution No. 86-25 established a fund for depcsit of certain monies or forfeited assets seized in connection with controlled dangerous substances investigations
Organization/Arrangement	Chronologically by check number and date
Indexing System	N/A
Restrictions (Law or Regulation Citation)	None
Formats (paper, electronic, etc.)	Checkbook/online Bank Account maintained by Executive Assisart
Volume (file drawers, gigabytes, etc.)	Checkbook Ledger and file cabinet (vertical)
Annual Accumulation (file drawers, gigabytes, etc.)	1 Checkbook
Current Location	Sheriff's Executive Assistant, Law Enforcement Center
Audit Requirements	Subject to audit by Frederick County Internal Audit Agency
Date Span	2010 - 2018
Completeness /Gaps	N/A

Schedule Item Number	12
Retention	8 years, then destroy
Justification for Permanent Retention	N/A

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Records Series Title:
Lawsuit/Legal File

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Record Series Content	Any documentation regarding on-going or potential legal action involving the Law Enforcement Bureau.
Record Series Function	Maintain records of Legal Action against the Office; Respond appropriately to Requests/Subpoenas/Attorney direction.
Organization/ Arrangement	Filed by Plaintiff's Name
Indexing System	N/A
Restrictions (Law or Regulation Citation)	Particulars of Certain Cases/documents are restricted for confidentiality under Maryland Annotated Code General Provisions Section 4-329
Formats (paper, electronic, etc.)	Loose paper, copies of email correspondence
Volume (file drawers, gigabytes, etc.)	1 file cabinet drawer
Annual Accumulation (file drawers, gigabytes, etc.)	100 sheets of paper (approximately)
Current Location	Chief Deputy's Administrative Assistant's Office, Law Enforcement Center
Audit Requirements	None
Date Span	Various
Completeness /Gaps	N/A

Schedule Item Number	13
Retention	Final disposition of court case or legal settlement, then destroy
Justification for Permanent Retention	N/A

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Records Series Title: Memorandum of Understanding-Expired	Page 14 of <u>27</u>
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Record Series Content	Expired memos of understanding (mou's) delineating past Law Enforcement responsibilities between the Sheriff's Office and Allied Law Enforcement Entities.
Record Series Function	Mou can expire as designed, or be canceled by either party with proper notice. No need to keep them permanently, once expired.
Organization/ Arrangement	Alphabetically by Entity
Indexing System	N/A
Restrictions (Law or Regulation Citation)	N/A
Formats (paper, electronic, etc.)	Electronic
Volume (file drawers, gigabytes, etc.)	1 computer file folder on server
Annual Accumulation (file drawers, gigabytes, etc.)	1 Mou per calendar year
Current Location	Executive Assistant Office, Law Enforcement Center
Audit Requirements	N/A
Date Span	2010 - 2018
Completeness /Gaps	N/A

Schedule Item Number	14
Retention	8 Years from expiration/cancellation, then destroy
Justification for Permanent Retention	N/A

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Records Series Title:
Neighborhood Watch Records

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Record Series Content	Records of Neighborhood Watch Program participants that include neighborhoods and individuals contact information.
Record Series Function	The Frederick County Sheriff's Office participates in the Neighborhood Watch Program to facilitate the sharing of criminal and preventative information between the Frederick County Sheriff's Office and the neighborhoods.
Organization/ Arrangement	Numerically by Patrol Area Number
Indexing System	Indexed and Included in Excel
Restrictions (Law or Regulation Citation)	For most, no. However some are restricted to confidentiality under Maryland Annotated Code General Provisions Section 4-329.
Formats (paper, electronic, etc.)	Excel Spreadsheet
Volume (file drawers, gigabytes, etc.)	1 Excel Spreadsheet
Annual Accumulation (file drawers, gigabytes, etc.)	1 Neighborhood per year
Current Location	Community Services Section in the Support Services Suite, Law Enforcement Center
Audit Requirements	N/A
Date Span	2012 to Current
Completeness /Gaps	N/A

Schedule Item Number	15
Retention	Retain until Neighborhood no longer participates, then delete
Justification for Permanent Retention	N/A

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Records Series Title: Personnel Transfer Records	Page 16 of <u>27</u>
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Record Series Content	Records of Personnel transfers within the bureau.
Record Series Function	Maintains a history of who was working where at a particular point in time
Organization/ Arrangement	Filed in relational Database(OnBase) alphabetically by employee name, and/or numerically by employee ID #.
Indexing System	Indexed and stored in OnBase
Restrictions (Law or Regulation Citation)	N/A
Formats (paper, electronic, etc.)	Electronic computer file.
Volume (file drawers, gigabytes, etc.)	1 computer file folder per calendar year
Annual Accumulation (file drawers, gigabytes, etc.)	1 computer file folder
Current Location	Personnel Services Suite, Law Enforcement Center
Audit Requirements	N/A
Date Span	1998 - 2018
Completeness /Gaps	N/A

Schedule Item Number	16
Retention	20 years, then delete file.
Justification for Permanent Retention	N/A

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Records Series Title:
Press Releases

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Record Series Content	Press Releases sent out to the Media/Public
Record Series Function	Maintain copy of all Press Releases for documentation and future reference.
Organization/ Arrangement	Numerically by year
Indexing System	Print releases, file in folder chronologically by date within that year
Restrictions (Law or Regulation Citation)	N/A
Formats (paper, electronic, etc.)	Manilla file folders
Volume (file drawers, gigabytes, etc.)	1 Lateral file drawer
Annual Accumulation (file drawers, gigabytes, etc.)	1 File folder per year
Current Location	Records Section, Law Enforcement Center
Audit Requirements	N/A
Date Span	2004 to 2017
Completeness /Gaps	Releases were not kept prior to 2004. 2008, 2009, 2016 not saved for unknown reasons

Schedule Item Number	17
Retention	Current calendar year, plus 2 additional years, then destroy
Justification for Permanent Retention	N/A

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Records Series Title: Promotional Process Records	Page 18 of <u>27</u>
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Record Series Content	Records of Promotional Processes including announcements, emails, and test questions
Record Series Function	Maintain Records of Promotional Processes for historical documentation, grievances and appeals, and future reference
Organization/Arrangement	Process number by calendar year. Multiple processes per year each get a number to differentiate from the other
Indexing System	Frederick County Government Human Resources database(Neogov)
Restrictions (Law or Regulation Citation)	For most, no. However some are restricted to confidentiality under Maryland Annotated Code General Provisions Section 4-329.
Formats (paper, electronic, etc.)	Manilla folders, loose paper, emails
Volume (file drawers, gigabytes, etc.)	Lateral file cabinet
Annual Accumulation (file drawers, gigabytes, etc.)	1 file folder every 3 years
Current Location	Personnel Services, Law Enforcement Center
Audit Requirements	N/A
Date Span	1988 - 2018
Completeness /Gaps	N/A

Schedule Item Number	18
Retention	30 years, then destroy
Justification for Permanent Retention	N/A

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Records Series Title:
Protective Order/Peace Order Files

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Record Series Content	Copies of Protective Orders and Peace Orders, which are civil orders issued by a judge to prevent one person from committing certain acts against others.
Record Series Function	Frederick County Sheriff's Office is required by law to serve Protective/Peace Orders issued by the Courts and keep copies.
Organization/Arrangement	Filed alphabetically by defendant's name, chronologically by year.
Indexing System	N/A
Restrictions (Law or Regulation Citation)	For most, no. However some are restricted to confidentiality under Maryland Annotated Code General Provisions Section 4-329.
Formats (paper, electronic, etc.)	Manilla folder, loose paper, per case
Volume (file drawers, gigabytes, etc.)	1 four drawer lateral file cabinet
Annual Accumulation (file drawers, gigabytes, etc.)	Approximately 1,000 cases per year
Current Location	Police Information Specialists/Duty Desk, Law Enforcement Center
Audit Requirements	N/A
Date Span	2017
Completeness /Gaps	N/A

Schedule Item Number	19
Retention	Current calendar year, plus 1 additional year, then destroy
Justification for Permanent Retention	N/A

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Records Series Title: Public Information Act Requests	Page 20 of <u>27</u>
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Record Series Content	Requests for Law Enforcement Bureau information filed/received under the Maryland Public Information Act.(P.I.A.)
Record Series Function	Maintain a file of Responses for P.I.A. Requests for future reference
Organization/ Arrangement	Chronologically by year
Indexing System	N/A
Restrictions (Law or Regulation Citation)	Maryland General Provisions Article, Title 4.
Formats (paper, electronic, etc.)	Loose paper in manilla file folder
Volume (file drawers, gigabytes, etc.)	1 File cabinet drawer
Annual Accumulation (file drawers, gigabytes, etc.)	1 Manilla file folder
Current Location	Records Section, Law Enforcement Center
Audit Requirements	N/A
Date Span	2016 - Current
Completeness /Gaps	N/A

Schedule Item Number	20
Retention	Current calendar year, 2 additional years, then destroy
Justification for Permanent Retention	N/A

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Records Series Title: Radar Certification of Accuracy and Repair	Page 21 of <u>27</u>
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Record Series Content	Radar Certifications and Repair Records
Record Series Function	Radar Units are required to be calibrated for speed accuracy, and repair paperwork necessary for history of unit. Both required for Court.
Organization/Arrangement	Filed by Radar Unit
Indexing System	N/A
Restrictions (Law or Regulation Citation)	N/A
Formats (paper, electronic, etc.)	Paper, manilla folder, Excel spreadsheet
Volume (file drawers, gigabytes, etc.)	93 Radar Units; file cabinet drawer(s)
Annual Accumulation (file drawers, gigabytes, etc.)	Replacement Cycle 1-2 units per year (approximately)
Current Location	Traffic Unit, Law Enforcement Center
Audit Requirements	N/A
Date Span	Various
Completeness /Gaps	N/A

Schedule Item Number	21
Retention	Life of Radar Unit, then destroy
Justification for Permanent Retention	N/A

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Records Series Title:
Speedometer Re-Certification

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Record Series Content	Records of Police Vehicle Speedometer Certifications
Record Series Function	Police cars are required by the Courts to have their speedometers calibrated on a regular basis.
Organization/Arrangement	Filed by car number
Indexing System	N/A
Restrictions (Law or Regulation Citation)	N/A
Formats (paper, electronic, etc.)	Paper/spreadsheet (Excel)
Volume (file drawers, gigabytes, etc.)	Approximately 200 cars, 1 file cabinet drawer
Annual Accumulation (file drawers, gigabytes, etc.)	Replacement Cycle, 20 cars per year (Approximately)
Current Location	Traffic Unit, Law Enforcement Center; Individual Car
Audit Requirements	N/A
Date Span	2014 - 2018
Completeness /Gaps	N/A

Schedule Item Number	22
Retention	3 years then destroy
Justification for Permanent Retention	N/A

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Records Series Title: Staff Meeting Minutes	Page 23 of <u>27</u>
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Record Series Content	Minutes of Command Staff Meetings
Record Series Function	Minutes are used to document items discussed at Command Meetings.
Organization/ Arrangement	Filed by year
Indexing System	N/A
Restrictions (Law or Regulation Citation)	For most documents, no. However some are restricted to confidentiality under Maryland Annotated Code General Provisions Section 4-329.
Formats (paper, electronic, etc.)	Word Document
Volume (file drawers, gigabytes, etc.)	Word Document
Annual Accumulation (file drawers, gigabytes, etc.)	1 Page of notes for each of 24 Staff Meetings
Current Location	Sheriff's Executive Assistant, Law Enforcement Center
Audit Requirements	N/A
Date Span	2013 - 2018
Completeness /Gaps	N/A

Schedule Item Number	23
Retention	5 Years, then destroy
Justification for Permanent Retention	N/A

DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION RECORDS INVENTORY AND RETENTION SCHEDULE	Schedule No. C1403 (To be completed by DGS/Records Management Division)
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Records Series Title: Traffic Complaint Log (Selective Enforcement Log)	Page 24 of <u>27</u>
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Record Series Content	Master list of traffic complaints received from citizens
Record Series Function	Deputies use this information for targeted enforcement and to increase patrol checks of the areas.
Organization/ Arrangement	Numerical list by date received (can be sorted)
Indexing System	N/A
Restrictions (Law or Regulation Citation)	N/A
Formats (paper, electronic, etc.)	Electronic-Excel Spreadsheet
Volume (file drawers, gigabytes, etc.)	398 entries
Annual Accumulation (file drawers, gigabytes, etc.)	1 Page of Spreadsheet per year
Current Location	Traffic Unit, Law Enforcement Center; R:Drive Frederick Sheriff's Office database
Audit Requirements	N/A
Date Span	2018
Completeness /Gaps	N/A

Schedule Item Number	24
Retention	1 Year, then destroy
Justification for Permanent Retention	N/A

DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION RECORDS INVENTORY AND RETENTION SCHEDULE	Schedule No. C1403 (To be completed by DGS/Records Management Division)
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Records Series Title: Uniform Crime Reports	Page 25 of 27
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Record Series Content	Running list of the number of murder, non-negligent homicide, rape, robbery, aggravated assault, burglary, motor vehicle theft, larceny-theft and arson crimes handled by the Frederick County Sheriff's Office.
Record Series Function	FBI requires all police agencies to report certain crimes to the Uniform Crime Data Program (UCR) monthly and annually for national and local statistical analysis.
Organization/Arrangement	Monthly by year
Indexing System	N/A
Restrictions (Law or Regulation Citation)	N/A
Formats (paper, electronic, etc.)	Electronic Excel Spreadsheet(s) in Records Management System
Volume (file drawers, gigabytes, etc.)	1 Spreadsheet per calendar month
Annual Accumulation (file drawers, gigabytes, etc.)	13 Spreadsheets. 1 for each month; 1 for annual.
Current Location	Records Section, Law Enforcement Center
Audit Requirements	N/A
Date Span	1998 - 2018
Completeness /Gaps	N/A

Schedule Item Number	25
Retention	20 Years, then destroy. The Federal Bureau of Investigations maintains permanent copy.
Justification for Permanent Retention	N/A

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

Schedule No. C1403

(To be completed by DGS/Records Management Division)

Records Series Title:
Use of Personal Equipment Approval

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Record Series Content	List of Frederick County Sheriff's Office Equipment issued to staff members
Record Series Function	Maintain List of issued equipment for accountability and tracking/inventory
Organization/ Arrangement	Alphabetical by deputy
Indexing System	N/A
Restrictions (Law or Regulation Citation)	N/A
Formats (paper, electronic, etc.)	Loose paper, running list kept in each Personnel's folder
Volume (file drawers, gigabytes, etc.)	Approximately 275 file folders (1per staff member)
Annual Accumulation (file drawers, gigabytes, etc.)	1 Sheet per staff member
Current Location	Personnel Service Section, Law Enforcement Center
Audit Requirements	N/A
Date Span	Various
Completeness /Gaps	N/A

Schedule Item Number	26
Retention	Keep until employee separation, then destroy
Justification for Permanent Retention	N/A

DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION RECORDS INVENTORY AND RETENTION SCHEDULE	Schedule No. C1403 (To be completed by DGS/Records Management Division)
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Records Series Title: Vehicle Pursuit Reports	Page 27 of 27 ____
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Record Series Content	Reports of Vehicle Pursuits completed by deputy
Record Series Function	Track and analyze police pursuits in accordance with policy.
Organization/Arrangement	Alphabetical by deputy name, but can be sorted.
Indexing System	N/A
Restrictions (Law or Regulation Citation)	For most documents, no. However some are restricted to confidentiality under Maryland Annotated Code General Provisions Section 4-329.
Formats (paper, electronic, etc.)	Electronically, Excel Spreadsheet
Volume (file drawers, gigabytes, etc.)	Excel Spreadsheet
Annual Accumulation (file drawers, gigabytes, etc.)	Approximately 20 per year
Current Location	Personnel Services Section, Law Enforcement Center
Audit Requirements	The Commission on Accreditation for Law Enforcement Agencies (CALEA) requires regular analysis of reports for policy and training review.
Date Span	1998 - 2018
Completeness /Gaps	N/A

Schedule Item Number	27
Retention	Retain 30 years, then delete
Justification for Permanent Retention	N/A