

46.1 RECORDS UNIT FUNCTIONS

- .1 The Records Unit, under the command of the Support Services Captain, is charged with the responsibility for the centralization, control, and maintenance of all criminal and traffic records.
- .2 The functional responsibilities assigned to the Records Unit include the following:
 - .1 Report Review -- This is initially delegated to the first line supervisor of the Operations components. This review is made to ensure completeness and accuracy of all reports submitted and that all required reports are submitted to the Records Unit. The Records Unit will conduct a secondary review of reports to ensure completeness and accuracy prior to filing, importing, and coding for the Uniform Crime Reporting process.
 - .2 Report Control -- The Records Unit will control the availability and confidentiality of all reports and records.
 - .3 Records Maintenance -- The Records Unit will maintain all reports and records (except confidential and/or intelligence records) and distribute copies to authorized persons and agencies.
 - .4 Records Retrieval -- Filing and retrieval of reports will be by the incident number.
 - .5 Legal Process -- The Records Unit will maintain records of legal process. This will include maintaining case files on served process and computer records reflecting process status.

46.2 ACCESS TO RECORDS UNIT FILES

Access to Records Unit files is normally gained through Records Unit Personnel. However, during hours when the Records Unit is not open, criminal investigators and Patrol Unit supervisors are authorized to access Records Unit files when necessary in the performance of their duties. The keys needed for this purpose are issued to supervisory personnel.

46.3 DISTRIBUTION OF REPORTS AND RECORDS

- .1 Copies of incident reports on towed vehicles (along with hold cards and property reports for inventories) will be kept in the patrol office until release of the vehicle or until the file is purged. At that time the hold cards and property reports will be sent to Records Unit for filing. The copies may be destroyed.
- .2 Copies of Missing Person Reports will be kept in the patrol office until the person is located or case is disposed of in some other manner.
- .3 Copies of property reports remain with all recovered property or evidence. The original copy of the property report is to be routed to Records Unit after the property or evidence is logged in by personnel assigned personnel. In the case of evidence, a third copy is kept on file in the evidence locker.
- .4 Once approved, all other reports (accident reports, traffic citations, animal bite, etc.) are to be routed directly to Records Unit for processing. Copies will be sent to the appropriate state agencies as required by law.
- .5 Copies of reports involving damage to any city property (accidents, malicious destruction, etc.) are to be forwarded to the City Safety and Loss Control Coordinator by the Records Department Unit.
- .6 The originals of all reports relating to the internal investigation of Departmental personnel are to be sent to the Internal Affairs Administrator for review, and then to the Chief of Police for approval and disposition. Once a disposition is made, the originals are returned to Internal Affairs Administrator for filing.
- .7 Sensitive or confidential investigative reports, i.e. intelligence, vice, narcotics, are maintained in the Criminal Investigation Unit until completion of the investigation. At that time, those which are no longer sensitive or confidential are forwarded to the Records Unit for filing. All others will be kept by the Criminal Investigation Unit.

- .8 Copies of reports/records may be distributed to persons or agencies outside the Department only in accordance with federal and state laws concerning Criminal History Record Information security, and with Departmental policy listed in Chapters 29 and 45 of these Rules and Regulations.

46.4 RESERVED**46.5 MASTER NAME INDEX**

- .1 Entry of names in the master name index occurs as part of the data entry procedures for offenses (investigations), accidents, arrests, legal process, FI's, and Pawns. Persons falling into any of the following categories will be entered into the computer systems :
 - .1 Driver, owner, or pedestrian involved in motor vehicle accidents.
 - .2 Wanted persons.
 - .3 Missing persons.
 - .4 Arrested persons.
 - .5 Persons listed in any reports as complainants, victims, witnesses, reporting persons, or persons involved.
 - .6 Suspects.
 - .7 Persons on whom FI cards are filed.
- .2 Maintenance of the master name index file is the responsibility of the Records Unit.

46.6 TRAFFIC RECORDS SYSTEM

- .1 The Hagerstown Department of Police Records Unit shall maintain and keep all accident reports filed by officers of the Department. It is the duty and responsibility of the Records Unit to ensure proper entry of said reports into the Department's computer system.
- .2 The traffic accident records shall be retained for a minimum of seven (7) years.
- .3 All officers are responsible for completing and transmitting reports via ACRS promptly.
- .4 Copies of Accident reports and accident information may be released within the guidelines of the Freedom of Information Act and state and federal laws as they relate to the dissemination of information. The Department may charge a reasonable fee, as determined by the Chief of Police, for providing copies of accident reports.

46.7 RESERVED**46.8 ACCOUNTABILITY FOR TRAFFIC CITATIONS**

- .1 Traffic citation books are stored in a secure closet in the Records Unit. As the books are received from the state, the Records Unit personnel will record each box on the Maryland Uniform Complaint and Citation Issuance Log.
- .2 Traffic citation books may only be issued to sworn personnel by Records Unit personnel designated by the Records Unit Supervisor. When doing so, the issuing employee will have the officer sign for the book on the Uniform Complaint and Citation Issuance Log. This will include the receiving officer's signature, the date and time issued, and the citation number sequence. Each issuance log will be maintained on file for the same retention period as citations.

- .3 Each citation book also contains a tally ledger which can be used by the officer for reference purposes. The allows for recording:
 - .1 Police department receiving the book.
 - .2 Date of issuance.
 - .3 Serial number of first and last citation.
 - .4 A space to record each citation number, date of issuance, court date, date closed, and remarks.
- .4 Except for the officer's and driver's copies, all copies of completed citations are turned into the shift supervisor for review, and the supervisor forwards them to the Records Unit. The Records Unit forwards the court copies to the District Court for adjudication procedures. One copy is retained by the issuing officer and one by the Records Unit. NOTE: If the violator is arrested, the one court copy is collected by the court commissioner.
- .5 In case of a lost or stolen citation or citation book, a letter will be forwarded by the officer to the Chief of Police through the chain of command. The traffic clerk will notify the Motor Vehicle Administration and note same on the tally sheet.
- .6 If an error is made while preparing the citation and the defendant's copy has been given to the defendant, the citation must follow normal procedure and be disposed of in open court. It may not be voided. The State's Attorney, on the day of trial in open court, may amend or may nol pros. The officer may then write a new citation with the correct charge.
- .7 If an officer makes an error while writing a citation and the defendant has not been given his/her copy (the defendant may have signed it), the citation may be administratively voided. The procedure for forwarding voided citations is as follows:
 - .1 The citation must contain the void date in the violation date area and all officer information must be entered. The officer must sign, and "VOID" must be written across the citation. The citation is forwarded to Records Unit after supervisory review.
 - .2 The citation number must be entered on the transmittal and the original copy, and the #4 copy must be forwarded to the Judicial Information Systems.
- .8 If an officer does not show a charge on the citation, it is not a charging document and the defendant will be notified that the citation is nullity and the fine shown should not be paid. These will not be scheduled for trial.
- .9 After review, the designated records clerk will prepare transmittals for all citations received from officers and will forward the original citation and two copies of the transmittal to the Annapolis District Court office.
- .10 All information from all issued traffic citations are entered into the Citation Entry module of the Department's computerized records keeping system.

46.9 ACCIDENT REPORT REVIEW PROCESS

- .1 Shift supervisors will conduct an initial review of traffic accident reports to ensure the reports are being submitted in a timely manner and contain complete and accurate information.
- .2 In submitting reports, officers should be aware that accident reports can be amended up to 90 days after the accident date.
- .3 It shall be the responsibility of the Records Unit Supervisor or other designated Department Supervisor to be the final reviewer after the initial supervisor approval.

46.10 HANDLING OF FUNDS BY RECORDS UNIT

- .1 This section is intended to apply to the handling of funds by Records Unit personnel dealing with request for records fees. It does not include the handling of petty cash by the Records Unit Supervisor.
- .2 The Records Unit Supervisor will designate one records clerk whose responsibility it will be to maintain and account for all monies as it relates to requests for calls for service records, copies of accident reports, and copies of investigative reports. In the absence of the records clerk, the Records Unit Supervisor will assume these duties.
- .3 Fees for copying records may only be paid by check or money order. Cash will not be accepted. Checks or money orders that are received for requests must be in the exact amount for the record requested. If the improper amount is received, then it will be returned to the requester along with the request. The person making the request will be notified in writing anytime a request cannot be filled, and will be told what needs to be corrected to fill the request, if possible.
- .4 This Department WILL NOT collect money for overdue/unpaid parking tickets. All parties will be directed to place their payments in the appropriate fine boxes located at Police Headquarters, Public Square, and City Hall) or the Tax Office on the first floor of City Hall.
- .5 Persons wanting copies of accident reports or copies of calls for service summaries must request same in writing (see Chapter 45 regarding Public Records). Persons coming to the Department with such requests will be required to fill out the proper request form kept in the Department lobby and deposit same, with the appropriate fee, in the locked forms request box in the lobby. The fee will be approved by the Chief of Police and indicated on the request form. The same fee will apply to persons making the request through the mail. The records clerk will collect all request on a daily basis for processing.
- .6 The Records Unit Supervisor will keep a log book to keep a record of each time money is received. This log will include the name of the person making the request or transaction, identifying number (event no., incident no., etc.), amount collected, disposition (request filled, returned, etc.), and the date the money was forwarded to City Hall for deposit. Receipts will be provided to all persons paying fees.
- .7 The Records Unit Supervisor will maintain all revenues in a locked/secure location. All revenues will be sent to the Tax Office at City Hall at least once a week, although nothing prevents revenues from being sent more frequently at the discretion of the records clerk or Records Unit Supervisor.

46.11 UNIFORM CRIME REPORTING PROGRAM

This Department will participate in the national Uniform Crime Reporting program through the state program administered by the Maryland State Police. The procedures for collecting and submitting crime data outlined in the UCR Manuals published by the FBI and Maryland State Police will be followed.

46.12 RESERVED**46.13 VICE, DRUG, AND ORGANIZED CRIME INVESTIGATION RECORDS**

Records and reports relating to active vice, drug, and organized crime investigations are kept secured in the Investigative Division Lieutenant's office.

DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION RECORDS RETENTION AND DISPOSAL SCHEDULE		Schedule No. <hr/> Page 1 of 12
Agency: Division/Unit: City of Hagerstown Police Department		
Item No.	Description	Retention
<u>ADMINISTRATIVE REPORTS AND FORMS</u>		
1.	General Orders/Special Orders Updates or changes to rules, regulations, or policies of the Police Department	1 year from issuance
2.	General Order/Special Order issuance record Shows receipt by signature of above orders	Permanent retention
3.	Memoranda Information that does not warrant a formal order - inter-agency/inter-departmental/division level	1 year
4.	Status Reports Used to complete the annual report and/or review of departmental efficiency	2 years
5.	Disaster Plans Emergency plans for disasters county wide and within major industries located within the City Limits	Permanent
6.	Statistical Surveys/Reports Reports or surveys compiled for justification as well as reports from outside agencies used in compiling these statistics	2 years
7.	Daily Attendance Records Attendance/Sign-in sheets documenting attendance	1 year
8.	MILES/NCIC RECORD LOGS Log of daily/monthly messages transmitted on these systems from the dispatch computers	3 years
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DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION RECORDS RETENTION AND DISPOSAL SCHEDULE		Schedule No.
		Page 2 of 12
Agency: City of Hagerstown	Division/Unit: Police Department	
Item No.	Description	Retention
<u>ADMINISTRATIVE REPORTS AND FORMS (Cont'd)</u>		
9.	MILES/NCIC MESSAGES - OPEN Active Miles/NCIC entries	Permanent or until purged by MILES
10.	Staff/Line Inspection Forms Personnel and vehicle inspection forms	1 year
11.	Application/Letter - Request for Inspection of Public Record - Approved	For period attached to the record viewed
12.	Application/Letter - Request for Inspection of Public Record - Denied	For period attached to the record requested
13.	MILES/NCIC Audit Reports MILES Bi-Annual Inspection Report	2 years
14.	MILES/NCIC Training Correspondence Certification and Non-Certification correspondence dealing with dispatchers and other certified operators	3 years
15.	General Agency Correspondence Administrative reports or documents not otherwise categorized in this section	1 year
<u>PERSONNEL ADMINISTRATION FORMS</u>		
1.	Individual Employee Attendance Record - Yearly Documents attendance for the year on each employee	3 years 2 years
2.	Employee Payroll Record - Weekly Weekly Payroll Record Submitted by Shift or Division Supervisors	

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

Schedule No.

Page 3 of 12

Agency:

City of Hagerstown

Division/Unit:

Police Department

Item No.	Description	Retention
3.	Weekly Duty/Assignment Schedules Enumerates work area or assignment for a seven day period	1 year
4.	Departmental Seniority Roster/Shift Roster/Personnel Address and Phone Listings	Until superceded
5.	Overtime/Compensatory Time Records Documents used to authorize/control comp time and overtime	2 years
6.	Performance Evaluations - Police Officer	10 years
<u>AUXILIARY LAW ENFORCEMENT PERSONNEL FORMS/RECORDS</u>		
1.	Performance Evaluations & Promotional Requests (self explanatory)	5 years (evaluations) 1 yr. (promotional rec.)
2.	Lost or Damaged Equipment Report	1 year
3.	Request for Transfer or Withdrawal of such request	Most recent
4.	Agency Accidents - Separate files of accident report copies involving only HPD Vehicles)	5 years
5.	Letters of Appreciation / Commendations	Length of employee's service
6.	Personnel Information update form (reflects change in address, phone, etc.)	Most recent
7.	Personnel Orders - Change of Assignment	Most recent
8.	Request for Secondary Employment & Withdrawal of Same	Most recent
9.	Request for Training	Most recent

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Date: _____
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Date: _____
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DEPARTMENT OF GENERAL SERVICES
RECORDS MANAGEMENT DIVISION
RECORDS RETENTION AND DISPOSAL SCHEDULE

Schedule No.

Page 4 of 12

Agency:

City of Hagerstown

Division/Unit:

Police Department

Item No.	Description	Retention
<p><u>AUXILIARY LAW ENFORCEMENT PERSONNEL FORMS/RECORDS</u> (Cont'd)</p>		
10.	Individual Officer Training Records - (In-service and outside training records)	Length of employee's service
11.	Uniform Equipment Issuance Record	Length of employee's service
12.	Counseling Forms - (Non-disciplinary, written, notification of sub-par performance)	3 years
<p><u>MISCELLANEOUS ADMINISTRATIVE FORMS AND RECORDS</u></p>		
1.	Recruitment Material - All	1 year or until updated
2.	Request to fill a vacancy - (Permission to fill a slot from Chief to Personnel Director)	1 year
3.	Employee Organizational Correspondence & Literature (Correspondence relating to FOP/Unions/Credit Unions, etc.)	Until amended/outdated or revised
<p style="text-align: center;"><u>FISCAL ADMINISTRATIVE FORMS & RECORDS</u></p>		
1.	Working Funds - In-house (Petty cash, investigative fund, buy money - documentation of expenditures)	1 year after audit
2.	Working Funds - Outside (Narcotics Task Force buy money from HPD)	3 years after audit
3.	Invoices (Requests for payment for purchased items)	1 year from payment
4.	Budget Requests (In total budget request submitted to budget committee on a yearly basis)	3 years

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Title: _____

Schedule Authorized by State Archivist
Date: _____
Signature: _____

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

Schedule No.

Page 5 of 12

Agency:

City of Hagerstown

Division/Unit:

Police Department

Item No.	Description	Retention
<u>FISCAL ADMINISTRATIVE FORMS & RECORDS (Cont'd)</u>		
5.	Ordinance Equipment Inventory Inventory of handcuffs and agency issued ordinance - includes individual employee issuance as well as department inventory listings)	Most recent - replace as updated - maintain 2 years listings
6.	Tactical Equipment Inventory (SRT individual member inventory and department inventory)	Most recent - as updated, maintain 2 years listing
7.	Cash Collection Forms Departmental deposit slips for any deposit made	3 years or the period stipulated if funds come from a grant and those limits exceed 3 years
<u>OPERATIONS FORMS AND RECORDS</u>		
1.	MVA Form 39 - Request for Driver's Retesting Applicant Investigation Log	1 year
2.	Departmental log showing applicant test scores and rankings if applicable	3 years
3.	Warrants/Court Documents Paperwork issued by a court requiring service by a police agency	Until service or recall
4.	Firearms Reports MSP Form 36 (Stop & Frisk) and Firearms Trace Reports	MSP #36 - 1 year Others-life of supporting documentation or 15 yrs
5.	Cell Block Check Sheets Document time increments by date of cell block checks	3 years
6.	Officer's Court Log Log of court summons by individual officer outlining court date and defendant name	1 year

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Date: _____

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Title: _____

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Date: _____

Signature: _____

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

Schedule No.

Page 6 of 12

Agency:

City of Hagerstown

Division/Unit:

Police Department

Item No.	Description	Retention
<u>OPERATIONS FORMS AND RECORDS (Cont'd)</u>		
7.	Electronic Surveillance Equipment Registrations/Repairs Correspondence relating to registration of electronic surveillance equipment and logs of repairs to such equipment	Life of equipment
8.	Second hand precious metals and gem dealer records Pawn/purchase sheets submitted per state law	1 year - paper copy Computer entry - until purged
9.	Criminal Complaint Ledger - Run Sheets Tracks daily calls for service in time sequence and location	1 year - paper copy
10.	Incident Reports Reports of police activities on non-criminal matters	15 years
11.	Offense reports Reports of police activity on criminal matters – NOTE: Both categories include all supporting documentation relevant to the report.	15 years
12.	State of Maryland Accident Report	5 years
13.	Crime Prevention Reports Commercial and residential surveys and other reports documenting crime prevention activity.	3 years
14.	Requests for residential/commercial special checks.	Length of time check is active
15.	Juvenile - Criminal/Civil Citations Citations for alcohol / curfew violations.	3 years
16.	Criminal/Civil Citations Citations for persons 18 - 21 years of age for certain alcohol violations. Citations for criminal or municipal violations.	3 years

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Date: _____

Signature: _____

Typed Name: _____

Title: _____

Schedule Authorized by State Archivist

Date: _____

Signature: _____

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

Schedule No.

Page 7 of 12

Agency:

City of Hagerstown

Division/Unit:

Police Department

Item No.	Description	Retention
<u>OPERATIONS FORMS AND RECORDS (Cont'd)</u>		
17.	Citation Book Issuance Control Ledger Record of issuance of State Motor Vehicle Citation Booklets	3 years
18.	Traffic Citation Transmittal Form an Law Enforcement HQ Copy Record of citations forwarded to District Court	1 year
19.	Field Observation Cards (F. I. Cards) Intelligence gathering cards recording identities of suspicious persons	1 year (paper copy)
20.	Vehicle Pursuit Form/Review Forms outlining pursuit actions and critiques	7 years
21.	Chalked Vehicle Logs Logs outlining vehicles parking in violation requiring observation or marking before taking police action.	1 year
22.	Speed Computer Repair Documents Documentation outlining repairs and maintenance to Speed Computer Equipment.	1 year beyond the disposal of the equipment
23.	State of Maryland Traffic Citation Moving and non-moving citations	3 years
24.	Alcohol Influence Summary Monthly report of individual breath tests run	4 years
25.	Breath Test Incident Report Copies of field tests, maintenance, and inspections HPD copy issued by State CTAU.	3 years

Schedule Approved by Department Agency, or Division Representative.
Date: _____
Signature: _____
Typed Name: _____
Title: _____

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Date: _____
Signature: _____

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

Schedule No.

Page 8 of 12

Agency:

City of Hagerstown

Division/Unit:

Police Department

Item No.	Description	Retention
<u>OPERATIONS FORMS AND RECORDS (Cont'd)</u>		
26.	Breath Instrument Certification File Certifications for all breath test equipment on site	Life of equipment
27.	Certification of Breath-Equipment, Additional equipment. Alcohol Reference Solution certification and Ampoule Analyses Reports	Until final adjudication of case involving this equipment
28.	Chemical Testing Data Repairs, Bulletins and related correspondence	Life of equipment
29.	Breath Test Operator's Log Listing of operator's individual tests performed	Length of operator's certification plus 2 years
30.	Preliminary Breath Test Log Log of PBTs given by agency personnel - cumulative list	3 years
31.	DR 15A Receipts Receipts for issued, numbered DR-15A forms from MSP	1 year
32.	Juvenile Arrest Report	15 years
33.	Juvenile Detention Log Record of juveniles detained at HPD	5 years
34.	Monthly UCR Report	2 years
35.	Property/Evidence Control Log List of property/evidence held in sequential number order	Life of property/evidence held
36.	Property/Evidence Random Check Inventory Report done as internal audit device/method	Until updated-replace old with new report

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Date: _____
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Title: _____

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Date: _____
Signature: _____

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

Schedule No.

Page 9 of 12

Agency:

City of Hagerstown

Division/Unit:

Police Department

Item No.	Description	Retention
<u>OPERATIONS FORMS AND RECORDS (Cont'd)</u>		
37.	Confidential Informant File	5 years past last documented contact
38.	Alarm Response Forms/Renewal Logs Documentation of police response to automatic alarm activations and yearly renewal forms.	Replace as renewed yearly
39.	Other Alarm Correspondence Any correspondence relating to enforcing the Alarm Ordinance of the City of Hagerstown	2 years
40.	Polygraph Reports - Criminal & Non-criminal	5 years
41.	K-9 Activity Reports	3 years
42.	Audio/Visual Recordings	Until outdated or intended purpose is served
43.	General Operational Correspondence Correspondence not specifically enumerated dealing with the department's operational function.	3 years or until outdated or intended purpose is served
44.	City Parking Tickets - Paid	Current and one prior year
45.	City Parking Tickets - Unpaid	3 years - until written off by accounting
46.	City Parking Tickets - Warning	1 year
<u>LEGAL CORRESPONDENCE/FILES/DOCUMENTS</u>		
1.	U. S. Laws/State Laws/ County Ordinances/City Ordinances	Permanent unless updated or repealed

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Date: _____

Signature: _____

Typed Name: _____

Title: _____

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Date: _____

Signature: _____

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

Schedule No.

Page 10 of 12

Agency: City of Hagerstown

Division/Unit: Police Department

Item No.	Description	Retention
<u>LIAISON CORRESPONDENCE/FILES/DOCUMENTS</u>		
These files contain miscellaneous correspondence with other governmental agencies which does not relate to any subject matter or categories specified in this retention schedule.		
1.	Federal Correspondence Uncategorized material from the FBI, Bureau of Census, Secret Service, etc.	3 years or until updated
2.	State Correspondence Correspondence from Department of Transportation, Health and Mental Hygiene, State Fire Marshal, State Highway Administration, MSP, etc.	3 years or until updated
3.	State Court Correspondence Self Explanatory	3 years or until updated
4.	County/Municipal Government Correspondence Uncategorized	3 years or until updated
5.	Supply and Requisition Forms/Purchase Orders	1 year
6.	Motor Vehicle Histories Records on individual departmental vehicles	Life of vehicle plus 1 year
7.	Material Safety Data Sheets (MSDS Forms) Lists hazardous and toxic substances used by the Police Department. Lists proper handling and emergency contact procedures for each.	37 years after product's use is discontinued
8.	Tactical/SRT Supplies and Inventory Listing of above equipment owned by HPD and used by the SRT team	3 years

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 Date: _____
 Signature: _____
 Typed Name: _____
 Title: _____

Schedule Authorized by State Archivist
 Date: _____
 Signature: _____

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

Schedule No.

Page 11 of 12

Agency: City of Hagerstown

Division/Unit: Police Department

Item No.	Description	Retention
<u>PUBLIC RELATIONS FILES AND DOCUMENTS</u>		
1.	Organizations - Outside All correspondence and replies concerning ceremonies, escorts, parades, and other correspondence referencing HPD personnel participating in functions such as lectures, recruitment drives and waiver forms for HPD ride-along programs.	3 years from completion of event
2.	Press Releases - Written Authorized releases for public dissemination.	1 year
3.	Reference Files - Listings of names, addresses, phone numbers, titles of public officials, names of business/agencies representatives used in carrying out the police function.	Perpetual - update as necessary or when outdated.
4.	Public Inquiries and Requests - (Not related to any enumerated specific subject in this guide.)	3 years
<u>TRAINING FILES AND DOCUMENTS</u>		
1.	Notification of outside training (posted opportunities). Requests for outside training consideration.	1 year from award of training
2.	College Programs Information concerning college opportunities for HPD Personnel.	Perpetual - update as needed
3.	Weapon Qualifications All paperwork on individual officers weapons qualifications.	Retain 3 years after termination of employment, then destroy
4.	In-Service Training Records Files dealing with individual officers mandated bi-yearly certification. Original tests and scores. Maryland Police and Training Commission Approvals.	Scores - Permanent Retention Tests - 4 years (individual student files) MPTC approvals - permanent

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 Date: _____
 Signature: _____
 Typed Name: _____
 Title: _____

Schedule Authorized by State Archivist
 Date: _____
 Signature: _____

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

Schedule No.

Page 12 of 12

Agency: City of Hagerstown

Division/Unit: Police Department

Item No.	Description	Retention
	<u>ACCREDITATION FILES</u>	
1.	Individual standard compliance and general correspondence dealing with accreditation.	Period accreditation is in effect, replace as updated for re-accreditation
	<u>GRANT DOCUMENTATION</u>	
1.	All correspondence dealing with grant applications, approvals, denials, justifications, updates and final reports.	3 years unless grant stipulation requires retaining for a period in excess of 3 years.
	<u>MEDICAL RECORDS</u>	
1.	All documents containing information about a medical condition (past or present), details sick leave usage, medication, etc., on individual police department employees.	Permanent retention.
<i>END POLICE RETENTION SCHEDULE</i>		

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