

<b>BLADENSBURG POLICE DEPARTMENT RECORDS RETENTION and DISPOSAL SCHEDULE</b>		General Order 236
		Date May 20, 2014
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Description		Retention
<u>Motor Vehicle Citation File</u> Contains the tally sheet which lists all citations issued to motorists for traffic violations. It also contains those administratively voided citations. The tally sheets, citations and any supporting documents are the record copy.		Retain the record copy for 3 years, and then destroy.
<u>Parking Citation File</u> Contains the tally sheet which lists all citations issued to motor vehicles for parking violations. It also contains those administratively voided citations. The tally sheets, citations and any supporting documents are the record copy.		Retain paid record copy for 3 years, and then destroy. Retain unpaid record copy for 10 years, then destroy.
<u>Warning Citation File</u> Contains copy of warning citations issued to motorists for traffic violations.		Retain for 3 years, then destroy.
<u>Safety Equipment Repair Order File</u> Contains copy of Safety Equipment Repair Orders issued to motorists for defective equipment.		Retain for 1 year plus the current year.
<u>Motor Vehicle Accident File</u> The original of all motor vehicle accident reports prepared by the Department are submitted to the Maryland State Police Central Records Division where they are scanned and computerized. MSP destroys the original report 60 days after scanning. This file contains a copy of all motor vehicle accident reports, and all Detailed Crash Investigation Reports.		For all fatal motor vehicle accident reports, Detailed Crash Investigation Reports are retained for 5 years and an additional 25 years in records storage. Retain electronic file for 30 years after the year of last active commission and then destroy.  Retain paper for 60 days after it has been scanned and the image has been confirmed, and then destroy. Retain the image for 5 years after year of last commission and administrative value is lost, and then destroy.
<u>Motor Vehicle Accident - Photographic File</u> Contains photographic images of motor vehicle accidents investigated by Department personnel, which are used to support the motor vehicle accident investigation.		Retain all fatal motor vehicle accident photographic images for 5 years, then forward to records storage for an additional 25 years, then destroy. All others retain 5 years, then destroy.
<u>Uniform Crime Report Correspondence File</u> Contains reports and correspondence, which documents activities associated with the preparation of the Maryland Uniform Crime Reports in accordance with the Maryland Uniform Crime Reporting Program.		Review annually and destroy material that is of no administrative value.

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<u>Uniform Crime Reports (UCR) File</u> Contains copies of the Uniform Crime Reports, which are forwarded to the Maryland State Police, and used to compile the Maryland Uniform Crime Report. Maryland State Police forwards Uniform Crime Reports to the Federal Bureau of Investigation Criminal Justice Information System Division for inclusion in the National Uniform Report.		Retain report copies for current year and one additional year, then destroy.  Maryland State Police retains reports for 30 years, then destroys.
<u>Case Reports File - Open and Closed</u> Contains crimes against persons, vehicles, weapons, property, society, and other police incident-related reports with applicable supplementary reports attached.		Retain for 5 years, then forward to records storage for an additional 30 years. If automated, destroy hardcopy after 5 years.
<u>Criminal Investigation Reports</u> Contains all Criminal Investigation Reports with applicable supplementary reports attached including waiver of prompt presentment, Miranda warning, photographic records, request for laboratory examination, results of examination/ analysis, handwriting specimen form, criminal intelligence reports, witness statement, latent fingerprint lift cards, authorization to search and seize property, criminal investigation report, death investigation report, handgun search report, search warrant inventory report and return, evidence inventory, photo line-up record, and all other relevant material.		Retain open cases until suspended or closed. Retain suspended and closed reports, which may be filed together, 5 years then forward to records storage for another 20 years, then destroy.
<u>Domestic Violence Investigation Report File</u> Contains all police reports that are domestic violence related with applicable supplementary reports attached.		Retain for 5 years, then destroy.
<u>Drug Analysis Records</u> Contains chain of custody, drug analysis, and chromatography//images.		Misdemeanor cases: Retain for 5 years after adjudication, then destroy.  Felony cases: retain for 15 years after adjudication, then destroy.
<u>Expungement Records</u> Contains adult and juvenile offender records expunged by court orders. <ul style="list-style-type: none"> <li>● Store in locked file cabinets.</li> <li>● File A-Z, and year date.</li> </ul>		Retain for 3 years, then destroy.
<u>Stop and Frisk Records</u> Consists of stop/frisk reports for weapons violations.		Retain for 1 year, then destroy.
<u>Tool Mark Records</u> Consists of original examinations, comparisons, and analysis of firearms, and tool marks associated with crimes against persons and property.		Retain for 30 years, then destroy. If records automated, destroy hardcopy after 1 year.

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<u>METERS/ NCIC – Active File</u> METERS/ NCIC entries for wanted persons, stolen vehicles, boats, guns, articles, securities, tags, unidentified persons and METERS/ NCIC entry forms.		Retain reports in this file until entry is cleared, return reports to central records.
<u>Consent to Search &amp; Seize (No Contraband Seized)</u> Contains copies of Consent to Search reports.		Retain for 1 year, then destroy.
<u>Missing Person Report – Open</u> Contains all open Missing Person Reports with applicable supplementary reports attached, request for laboratory examination, results of examination/ analysis where applicable, and METERS/ NCIC computer entry checklist, copy of METERS/ NCIC computer entry.		Retain until closed.
<u>Missing Person Report – Closed</u> Contains all closed Missing Person Reports with applicable supplementary reports attached, request for laboratory examination, results of examination/ analysis where applicable, and METERS/ NCIC computer entry checklist, copy of METERS/ NCIC computer clearance.		Retain 3 years from closure date, then destroy.
<u>Vehicle Reports – Open</u> Contains all open vehicle reports with applicable supplementary reports attached.		Retain until closed.
<u>Vehicle Reports – Closed</u> Contains copies of closed vehicle reports dealing with abandoned or impounded vehicles, plus all attachments dealing with the vehicle disposition.		Retain for 3 years, then destroy.
<u>Juvenile Criminal / Civil Citation</u> Contains all reports and related documents concerning citations issued to juveniles for violations of certain alcoholic beverage laws.		Retain for the remainder of the calendar year in which citation was written plus one additional year, then destroy.
<u>Criminal/ Civil Citation for Civil Offense</u> Contains all reports and related documents concerning citations for civil offenses issued to persons between 18 and 21 years old for violations of certain alcoholic beverage laws.		Retain for the remainder of the calendar year in which citation was written plus one additional year, then destroy.
<u>Citation Book Issuance Control Leger</u> Contains a record of citation books issued to officers. Coded by citation number and issued in sequential order.		Retain 3 years, then destroy.
<u>Traffic Citation Transmittal Form</u> Contains record of those citation copies which are forwarded to District Court on a daily basis.		Retain for 18 months, then destroy.

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<p><u>Field Observation Report</u> Contains intelligence information.</p> <p><u>Driving While Intoxicated Cases – Open</u> Contains all open alcohol influence reports and related documents.</p> <p><u>Driving While Intoxicated Cases – Closed</u> Contains all closed alcohol influence reports and related documents.</p> <p><u>Juvenile Detention Log</u> Contains juvenile detentions for use in capturing data for Juvenile Justice Advisory Council survey.</p>	<p>Retain 1 year, then destroy.</p> <p>Retain until closed.</p> <p>Retain 3 years, then destroy.</p> <p>Retain for 3 years, then destroy.</p>	