

BLADENSBURG POLICE DEPARTMENT RECORDS RETENTION and DISPOSAL SCHEDULE		General Order 236
		Date May 20, 2014
Function Criminal Intelligence		Page 1 of 1
Description		Retention
<u>Case Records</u> Contains confidential memorandums and unique work forms related to investigations of organizations and/or individuals suspected of or known to violate the laws of the State of Maryland and/or the United States.		Retain 5 years from date of report, then destroy by burning or shredding.
<u>Criminal Intelligence Reports</u> Contains Criminal Intelligence Reports, related to the submission of information to the Department regarding organizations and/or individuals suspected of or known to violate the laws of the state of Maryland and/or the United States.		Retain 5 years from date of report, then destroy by burning or shredding.
<u>Non-Criminal Information Data</u> Non-criminal information previously collected is only captured electronically and stored in an electronic case management database.		Under 28 CFR, Part 23, intelligence records will be purged every 5 years. Information within the electronic database will be reviewed and closed records will be maintained in accordance with 28 CFR, Part 23.
<u>Gang Intelligence Records</u> Contains confidential and intelligence records as they pertain to gang membership and association.		Under 28 CFR, Part 23, intelligence records will be purged every 5 years. Information within the electronic database will be reviewed and closed records will be maintained in accordance with 28 CFR, Part 23.