

BLADENSBURG POLICE DEPARTMENT RECORDS RETENTION and DISPOSAL SCHEDULE		General Order 236
		Date May 20, 2014
Function Administration - Finance		Page 1 of 2
Description	Retention	
<u>Budget Files</u> This file contains all analysis, studies, reports, projections, etc., generated in the process of preparing the Department's fiscal year budgets.	Retain for 5 years, then forward to records storage for an additional 5 years, then destroy.	
<u>General Accounting Records</u> This file contains Memorandum of Adjustments, Distribution of charges, Transmittals, and Certificate of Deposit Slips.	Retain for 3 years and until audited, then destroy.	
<u>Payroll Accounting Records</u> This file contains Payroll Transmittals, Time Reports, and Employee Rosters.	Retain for 3 years and until audited, then destroyed.	
<u>Invoices Forwarded for Payment</u> Contains copies of invoices received directly from vendor asnd forwarded for payment. Record copy maintained by the Finance Office.	Retain for 3 years and until audited, then destroy.	
<u>Federal Grant Award Files</u> This file contains data relating to the availability, collection, custody, and expenditure of funds awarded to the Department through federal grants. Record copy maintained by the Grant Coordinator.	Retain until audit requirements have been met, then transfer to records storage for an additional 10 years, then destroy.	
<u>State Aid for Police Protection</u> This file contains financial statements, computations, expenditures, and related data used to support and document the Department's participation in the program. Record copy maintained by the Finance Office.	Retain for 3 years and until audited, then transfer to records storage for an additional 20 years, then destroy.	
<u>Budget Requests, Authorizations</u> Contains copies of documents relating to budget requests for equipment, personnel, and training. Record copy maintained by the Finance Office.	Retain for 5 years, then destroy.	
<u>Capital Equipment Inventory and Improvements</u> Contains records relating to inventory of furniture, typewriters, files, and related equipment; contains copies of warranties, loss or damage to capital equipment, requests for repairs or salvage, improvement receipts, etc. Recorded on the capital equipment list. Contains records relating to computers, peripherals, monitors, printers, scanners, etc.; copies of loss or damage reports; requests for repairs and upgrades; and property receipt salvage records.	Retain for 1 year after disposal date, then destroy.	
<u>Ordinance Inventory</u> Contains records relating to handcuffs, issued ordnance and related equipment.	Retain for 3 years, then destroy.	

BLADENSBURG POLICE DEPARTMENT RECORDS RETENTION and DISPOSAL SCHEDULE		<small>General Order</small> 236
		<small>Date</small> May 20, 2014
<small>Function</small> Administration - Finance		Page 2 of 2
Description	Retention	
<p><u>Firearms - Inventory</u> Contains records relating to firearms inventory.</p> <p><u>Tactical Equipment - Inventory</u> Contains records relating to tactical equipment issued to personnel or maintained at the Department.</p> <p><u>Contracts</u> Contains copies of contracts for leased office equipment, service contracts for office equipment, copies of vendor contracts for car washes, trash removal, janitorial services, etc.</p>	<p>Retain for 5 years after disposal date, then destroy.</p> <p>Retain for 3 years after disposal date, then destroy.</p> <p>Retain for 1 year after contracts are no longer valid, then destroy.</p>	