

BLADENSBURG POLICE DEPARTMENT RECORDS RETENTION and DISPOSAL SCHEDULE		General Order 236
		Date May 20, 2014
Function General Administration		Page 1 of 3
Description		Retention
<u>General Orders - Active</u> Contains a copy of all General Orders issued by the Chief of Police to announce policies affecting the entire Department.		Retained until superseded, rescinded, or canceled, then move to the inactive file.
<u>General Ordes - Inactive</u> Contains a copy of each General Order which has been superseded, rescinded, or canceled.		Retain for 3 years, then destroy.
<u>Special Orders - Active</u> Contains a copy of all Special Orders which affect specific segments of activities and are of a temporary or self-canceling nature.		Retained until superseded, rescinded, or canceled, then move to the inactive file.
<u>Special Orders - Inactive</u> Contains a copy of each Special Order which has been superseded, rescinded, or canceled.		Retain for 3 years, then destroy.
<u>Memoranda - Active</u> Contains a copy of all Memoranda issued to disseminate information which does not warrant a formal order.		Retained until superseded, rescinded, or canceled, then move to the inactive file.
<u>Memoranda - Inactive</u> Contains a copy of each Memoranda which has been superseded, rescinded, or canceled.		Retain for 3 years, then destroy.
<u>Status Reports</u> Contains copies of those reports prepared by commanders and used to produce periodic reports, as well as to review the operating efficiency.		Retain for 5 years and until no longer needed, then destroy.
<u>Disaster and Emergency Operation Plans</u> <u>Contains matters relating to Civil Defense, Fire, or comparable Emergency Evacuation Procedures.</u>		Retain until amended or revised, then destroy.
<u>Radar Equipment Testing and Monitoring</u> Contains records of maintenance and use of radar equipment.		Retain as long as the radar equipment is in use, then destroy.
<u>Energy Conservation</u> Contains communications concerning fuel conservation and related documents.		Retain for 3 years, then destroy.
<u>Daily Radio Logs</u> Contains a record of radio messages received and transmitted at the originating source.		Retain for 3 years, then destroy.

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<u>METERS Message Log</u> Contains a record of messages transmitted at the originating source.		Retain for 3 years, then destroy.
<u>METERS Index Entries</u> Contains a record copy of any METERS index entry related to a reported crime.		Retain for NCIC validation and audit.
<u>Criminal History Dissemination Log</u> Contains a dissemination record of criminal history record information.		Retain for 3 years and until audited, then destroy.
<u>METERS/NCIC - Audit Reports</u> Contains audit reports conducted by Maryland State Police.		Retain for 4 years (2 most current reports), then destroy.
<u>METERS/NCIC - Validations</u> Contains copies of receipt/certification letters and Department validation procedures.		Retain one year, then destroy.
<u>METERS Training Correspondence</u> Contains letters relating to failure to recertify, failure to appear for NCIC training.		Retain for 2 years, then destroy.
<u>METERS/NCIC/CJIS Surveys</u> Contains any survey which may involve these systems.		Retain for 2 years, then destroy.
<u>Command Meeting</u> Contains minutes of meetings attended by command staff.		Retain for 3 years, then destroy.
<u>Staff Meeting</u> Contains minutes of meetings attended by Department personnel.		Retain for 3 years, then destroy.
<u>Application for Access to Public Records - Approved (Open)</u> Contains all copies of applications for Access to Public Records, that are aaiting payment of fees or awaiting retrieval from storage or use.		Applications awaiting payment of fees will be retained 30 days. If payment is not received, destroy.
<u>Application for Access to Public Records - Approved (Closed)</u> Contains all copies of approved Applications for Access to Public Records, for which the fee has been received and copies of the records have been sent.		Retain for 3 years then forward to records storage for 25 years additional retention.
<u>Application for Access to Public Records - Denied (Open)</u> Contains all copies of Applications for Access to Public Records, which have been denied and on which an appeal has been noted.		Retain until appeal has been resolved, then Retain for 3 years. Forward to records storage for 25 years additional retention.

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<p><u>Application for Access to Public Records - Denied (Closed)</u> Contains all copies of Applications for Access to Public Records, which have been denied and on which appeals have not been entered.</p> <p><u>General Department Correspondence</u> Contains uncategorized correspondence received or transmitted.</p> <p><u>Equipment/Facility/Vehicle/Weapon Inspection</u> Contains periodic commander inspections.</p>	<p>Retain for 3 years, then forward to records storage. Destroy after 25 years additional retention.</p> <p>Review Annually, retain for 3 years and if no longer needed destroy.</p> <p>Retain for 1 year, then destroy.</p>