

BLADENSBURG POLICE DEPARTMENT RECORDS RETENTION and DISPOSAL SCHEDULE		General Order 236
		Date May 20, 2014
Function Internal Affairs		Page 1 of 2
Description		Retention
<u>Master Complaint Ledger</u> This ledger controls the complaints and record of disciplinary action against the Department's sworn personnel.		Retain in office for 50 years review; destroy if no longer needed.
<u>Complaint File - Sustained</u> This file contains investigative reports that resulted in 'Sustained' findings and records of disciplinary action. Reports are filed numerically by case number.		Retain for 10 years after final disposition; forward to records storage for 20 years additional retention, then destroy.
<u>Complaint File - Non-Sustained/Unfounded</u> This file contains investigative reports that resulted in 'Non-Sustained' or 'Unfounded' findings. Reports are filed numerically by case number.		Retain for 3 years after final disposition, then forward to records storage for 27 years additional retention, then destroy.
<u>Personnel Complaint and Disciplinary Action Record File</u> This file contains a folder for each member of the Department. A summary sheet is maintained in the folder and contains the disposition of complaints and a record of disciplinary action taken against Department personnel.		Retain in file as long as the employee is an active member. Upon termination, move to the Former Member File.
<u>Recording File - Investigations</u> This file contains tapes, compact discs, and digital video discs used in the investigation of Internal Affairs cases. Media is filed by Internal Affairs case number.		Retain for 3 years after disposition is rendered, then destroy.
<u>Recording File - Non-Agency Investigations</u> This file contains tapes, compact discs, and digital video discs used in the investigation of Internal Affairs cases. Media is filed by Internal Affairs case number.		Retain for 5 years, then destroy.
<u>Former Member File</u> This file contains a record of complaints and disciplinary action taken against Department personnel who have separated from the Department.		Retain 5 years after separation, then forward to records storage for 25 years retention, then destroy.
<u>Expungement File</u> This file contains requests for expungement and expunged material. File is maintained in numerical order.		Retain for 50 years review. Destroy when no longer needed.
<u>Non-Agency Investigation File</u> This file contains investigative reports relating to all investigations of internal complaints for other police departments.		Retain for 5 years, then destroy.
<u>Shooting Incident Report File</u> This file contains all incident reports generated as a result of an employee discharging a firearm in conformance with established Department policy. This file is maintained in numerical order.		Retain for 5 years, then destroy.

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<p><u>Use of Force/Injury to Prisoner Report File</u></p> <p>This file contains a report which is generated as a result of the use of force against a person by a Department employee or injuries sustained by a person in the custody of a Department employee. This file is maintained in numerical order.</p>	Retain for 4 years, then destroy.	