

<b>BLADENSBURG POLICE DEPARTMENT RECORDS RETENTION and DISPOSAL SCHEDULE</b>		<small>General Order</small> 236
		<small>Date</small> May 20, 2014
<small>Function</small> Media Communications		Page 1 of 1
Description	Retention	
<p><u>News Release File</u> Contains news releases distributed by the Department.</p> <p><u>Newspaper Clipping File</u> Contains daily newspaper clips.</p> <p><u>Originals File</u> Contains original copies and sample of scripts, brochures, artwork, etc., produced for public information and educational materials.</p> <p><u>News Tapes</u> Copies of local news media stories related to the Bladensburg Police Department.</p> <p><u>Digital Video Recordings</u> Recordings of Bladensburg Police ceremonies, graduations, press conferences, etc.</p>	<p>At 5 year increments transfer news releases 25 to 30 years old to the Maryland State Archives for permanent retention.</p> <p>Retain for 2 years, then destroy.</p> <p>Retain for 3 years, then destroy.</p> <p>Retain for 3 years, then destroy.</p> <p>Screen annually and destroy material that is no longer needed for current business with the following exception: Transfer to the Maryland State Archives for permanent retention any material that serves to document the origin, development, and accomplishments of the Department and has continuing administrative, fiscal, legal, or historical value.</p>	