

BLADENSBURG POLICE DEPARTMENT RECORDS RETENTION and DISPOSAL SCHEDULE		General Order 236
		Date May 20, 2014
Function Administration - Personnel		Page 1 of 2
Description	Retention	
<p>These files include correspondence which contain personnel classification, assignment, performance rating, leave, duty schedule, and other related topics which document the status of sworn and civilian employees.</p> <p><u>Employee Activity Reports</u></p> <p>Employee activity data is documented and retained electronically.</p> <p><u>Employee Work and Leave Records</u></p> <p>Contains reports documenting hours worked and leave taken on the bi-weekly time and attendance records.</p> <p><u>Leave and Duty Schedules</u></p> <p>Contains monthly on and off-duty status of personnel (leave sheets).</p> <p><u>Personnel Rosters</u></p> <p>Contains listing of Department personnel.</p> <p><u>Overtime and Compensatory Time</u></p> <p>Contains documents used for the authorization and control of overtime and compensatory time for civilian and sworn employees.</p> <p><u>Performance Evaluations and Promotion Requests</u></p> <p>Contains forms and communications related to job performance ratings, promotion requests related to job performance ratings, promotion requests and recommendations.</p> <p><u>Lost or Damaged Equipment</u></p> <p><u>Letters of Appreciation/Commendation</u></p> <p><u>Department Accidents, excluding records involving disciplinary action</u></p> <p><u>Personnel Information Form</u></p> <p><u>Request for Secondary Employment</u></p> <p><u>Donation of Sick Leave</u></p> <p><u>Training Records</u></p> <p><u>Uniform Supplies and Equipment</u></p> <p><u>Inspection Report</u></p>	<p>The data for each employee is retained for 10 years, then deleted.</p> <p>Retain for 3 years and until audited, then destroy.</p> <p>Retain 3 years and until audited, then destroy.</p> <p>Retain until superseded, then destroy.</p> <p>Retain for 3 years, then destroy.</p> <p>Retain 5 years, then destroy unless investigation or charges are pending. If investigation or charges are pending, retain 5 years after investigation or charges are closed.</p> <p>Retain 4 years, then return to employee to destroy, if desired.</p> <p>Retain 50 years, then destroy.</p> <p>Retain 3 years, then destroy.</p> <p>Retain most recent copy, destroy others.</p> <p>Retain 3 years after site is withdrawn.</p> <p>Retain 3 years and until audited, then destroy.</p> <p>Retain 40 years, then destroy.</p> <p>Retain as long as person is employee, then destroy.</p> <p>Retain for 1 year, plus current year, then destroy.</p>	

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<p><u>Personnel File</u></p> <p>Documents relating to the career of sworn and civilian employees. Contains applications, letters of reference, correspondence, commendations, disciplinary actions, training records, medical information and other miscellaneous material pertaining to an employee.</p> <p><u>Personnel Counseling</u></p> <p><u>Job Observation Records</u></p> <p>Contains observation forms and related materials.</p> <p><u>Miscellaneous Material</u></p> <p><u>Recruitment</u></p> <p>Contains application packet, preemployment investigation material, outline of responsibilities/duties, eligibility lists, interview schedules, selection criteria, and related materials for sworn and civilian positions.</p>	<p>Retain until termination of employee and for 10 years thereafter, then destroy. Permanently retain history file.</p> <p>Retain for 3 years, then destroy.</p> <p>Retain 3 years, then destroy.</p> <p>Review yearly and purge if not required.</p> <p>Retain 3 years, then destroy.</p>	