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| BLADENSBURG POLICE DEPARTMENT RECORDS RETENTION and DISPOSAL SCHEDULE | | General Order 236 |
| | | Date May 20, 2014 |
| Function Property Unit | | Page 1 of 1 |
| Description | | Retention |
| <u>Auctions</u> Contains manifests of seized property that was sold via a public or on-line auction. | | Retain for 5 years, then forward to records storage for an additional 10 years, then destroy. |
| <u>Conversions</u> Contains records of approved and signed Transfer Receipt of seized property that was converted to Department use. | | Retain for 5 years, then forward to records storage for an additional 10 years, then destroy. |
| <u>Destruction Certifications</u> Contains signed certifications of seized property, ammunition, and guns/weapons that were approved for destruction/disposal by Department personnel or an approved source. | | Retain for 5 years, then forward to records storage for an additional 10 years, then destroy. |
| <u>Seized Property Records - Awaiting Disposition</u> Contains Property Records of all property received at the Property Unit awaiting sale, destruction/disposal, or conversion to Department Use. Property Record is retained in this temporary file until final disposition. | | Retain until final disposition is completed and forward to Records for filing in the Closed Property Record File. |
| <u>Seized Property Records - Closed</u> Contains all completely Closed Property Records and attachments. | | Retain for 5 years, then forward to records storage for an additional 10 years, then destroy. |
| <u>Seized Property Records - Open</u> Contains Open Property Records received from Department members. | | Retain until closed, then forward to Records for filing in the Closed Property Record File. |
| <u>Seized Vehicles - Stored</u> Contains a Seized Vehicle Inventory List of all vehicles stored at the Department's approved storage facility and corresponding folders containing ownership records and Vehicle Report for each vehicle. | | Retain records until vehicle is released by the Department, then forwarded to Records for filing. |
| <u>Seized Vehicles - Closed</u> Contains records of vehicles forfeited to the Town, returned to the owner, or released to the lien holder. | | Retain records until vehicle is released, and then file records in the Seized Vehicle - Closed file. |
| <u>Excess Property Declarations</u> Contains Excess Property Declarations for capital equipment stored at the Property Unit for sale. | | Retain for 1 year after equipment is sold or disposed of, then destroy. |