

BLADENSBURG POLICE DEPARTMENT RECORDS RETENTION and DISPOSAL SCHEDULE		<small>General Order</small> 236
<small>Function</small> Public Relations		<small>Date</small> May 20, 2014
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Description	Retention	
<p>These files contain all correspondence and reports which relate to activities which promote or publicize the mission and functions of the Bladensburg Police Department.</p> <p><u>Organizations</u></p> <p>Contains copies of correspondence from organizations concerning ceremonies, escorts, parades, and other requests for department participation.</p> <p><u>Press Releases</u></p> <p>Contains those authorized notices released for public dissemination.</p> <p><u>Public Officials</u></p> <p>Contains names, addresses, telephone numbers and titles of local public officials and agencies to which citizens can be referred for matters not handled by the Bladensburg Police Department.</p> <p><u>Public Inquiries and R3equests (Not Related to any Specific Category)</u></p>	<p>Retain 3 years after the assignment is complete, then destroy.</p> <p>Retain 1 year, then destroy.</p> <p>Retain as a perpetual file by updating as necessary. Non-record material.</p> <p>Retain 3 years after completed, then destroy.</p>	