



Filing and Retention Schedule

I. PURPOSE

The purpose of creating a filing and retention schedule for the Ridgely Police Department is to provide all personnel with an established system of locating departmental reports and to dispose of records and non-record material when no longer needed.

The filing system has been divided into four separate categories 1. Administrative, 2. Personnel, 3. Fiscal, 4. Law Enforcement.

Any records removed from a file for purposes of court or etc., must be returned to the file on the same date.

II. ADMINISTRATIVE

These files consist of all correspondence, records and reports which relate to the internal management and general administration of the Ridgely Police Department.

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| 1. Records Management | Contains a copy of the General Order relating to the applicable filing and retention schedules. Retain the General Order as a perpetual order by updating when necessary. |
| 2. General Orders – Active | Contains a copy of all General Orders issued by the Chief of Police to Announce policies affecting the RPD and receipt or appraisal of Orders form. |
| 2-1. General Orders – Inactive | Contains a copy of each General Order issued by the Chief of Police which has been superseded, rescinded, or cancelled. Retain three years after order has been superseded, rescinded or cancelled, then destroy. |
| 2-2. General Orders – Issuance Record | Contains General Order issuance record form. |
| 3. Special Orders – Active | Contains a copy of all Special Orders issued and receipt or appraisal of orders form. |

General Order No. 9-5 (Cont.)

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| 3-1. Special Orders – Inactive | Contains a copy of each Special Order issued which has been Superseded, rescinded, or cancelled. Retain three years after order has been superseded, rescinded, or cancelled, then destroy. |
| 3-2. Special Orders – Issuance Record | Contains Special Order issuance record form. |
| 4. Statistical Surveys and Reports | Contains printouts and reports from uniform crime reports. Retain five years, then destroy. |
| 5. MILES/NCIC | Contains audit reports. Retain four Years, then destroy. |
| 6. General Departmental Correspondence | When the subject matter is not Categorized in this filing system. Retain one year, and no longer needed, then destroy. |
| 7. Attorney General Correspondence | Contains correspondence from the Attorney General’s Office. Retain three years or longer, then destroy. |
| 8. Memorandum of Agreement | Contains copies of memorandum of agreements with other agencies. Retain until updated. |
| 9. Cease and Desist Letters | Contains copies of correspondence from citizens and local schools to individuals advising them to cease and desist. Retain one year, then destroy. |
| 10. Grand Jury Reports | Contains copies of the Caroline County Grand Jury Reports. Retain five years, then destroy. |
| 11. Child Protection Services | Contains copies of the disposition Child Abuse-Report Disposition report by Child Protection Services not supported by a CIR. Retain two years, then destroy. |
| 12. Criminal Record Expungements | Contains criminal record expungements received from the courts. Retain five years, then destroy. |

General Order No. 9-5 (Cont.)

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| 13. Application for Firearms Dealer License | Contains copies of applications for firearms dealer license. Retain five years, then destroy. |
| 14. Correspondence from the office of the State's Attorney for Caroline County | Contains correspondence from the the State's Attorney for Caroline County. Retain three years or longer, then destroy. |
| 15. In House Record Checks | Contains requests from other departments for in house record checks. Retain two years, then destroy. |
| 16. Vehicle Information | Contains documents related to vehicles (RPD fleet vehicles, vehicle studies, etc.) Retain for four years or until no longer needed, then destroy. |

III. TRAINING

Documents in this file consist of brochures, announcements and training received by Department personnel.

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| 1. Training Received | Contains training received by Department personnel for each year. Retain five years, then destroy. |
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IV. PERSONNEL ADMINISTRATION

These files include leave, duty schedules, and other related topics which document the status of uniform civilian employees.

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| 1. Officer Activity and Leave Reports | Contains reports documenting the activities and leave recorded on Officer activity leave reports form. Retain one year, then destroy. |
| 2. Departmental Payroll Ledger | Contains bi-monthly payroll ledger. Retain copy one year, then destroy. |
| 3. Departmental Payroll Cards | Contains copies of bi-monthly payroll cards. Retain copy one year, then destroy. |
| 4. Leave and Duty Schedules | Contains monthly on and off-duty status of all personnel. Retain three years, then destroy. |

General Order No. 9-5 (Cont.)

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| 5. Overtime | Contains copies of documents used Authorization Record for the authorization and control of overtime. All documents retained for three years, then destroy. |
| 6. Employment Agreements | Contains copies of all employee employment agreements. Retain for one year after employment has been terminated. |

V. FISCAL

These files consist of correspondence, records, and reports which pertain to the acquisition, expenditure and audit of funds required for the Ridgely Police Department.

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| 1. Petty Cash | Contains copies of the petty cash expenditures. Retain non-record copy one year, then destroy. |
| 2. Purchase Orders | Contains copies of purchase orders and receiving forms. Retain one year, then destroy. |
| 2-1. Reimbursable Overtime | Contains copies of all reimbursable overtime projects performed by RPD. Retain one year, then destroy. |
| 2-2. Uniforms | Contains copies of purchase orders and receiving forms for uniform equipment. |
| 2-3. Postage | Contains copies of purchase orders and receiving forms for postage. |
| 2-4. Mileage & Conference Fees | Contains copies of purchase orders and receiving forms for mileage & conference fees. |
| 2-5. Office Supplies | Contains copies of purchase orders and receiving forms for office supplies. |
| 2-6. Other Expenses | Contains copies of purchase orders and receiving forms for other expenses. |
| 2-7. Capital Outlay | Contains copies of purchase orders and receiving forms for capital outlay. |

General Order No. 9-5 (Cont.)

2-8. Other Grant Programs	Contains copies of purchase orders and receiving forms for other grant programs.
2-9. Drug Task Force Expenses	Contains copies of purchase orders for drug task force expenses.
2-10. Auto Repairs	Contains copies of purchase orders and receiving forms for auto repairs.
2-11. Auto Fuel	Contains copies of purchase orders and receiving forms auto fuel.
3. Capital Equipment Inventory	Contains records relating to inventory of furniture, typewriters, computers, files, radar sets and related equipment, contains copies of all warranties.
3-1. Capital Equipment Disposed Of	Contains records of all capital equipment disposed of by RPD. Retain 10 years, then destroy.
4. Ordinance Equipment Inventory	Contains records relating to departmental ordinance, issued shotguns, rifles, and related equipment.
4-1. Ordinance Equipment Disposed Of	Contains records of all ordinance equipment disposed of by the RPD. Retain 10 years, then destroy.
5. Copier	Contains all information reference the contract for the copier.
6. Auditor's Report	Contains the annual auditor's report. Retain two years, then destroy.
7. District Court Transmittals	Contains all District Court transmittals. Transmittals will be maintained in monthly intervals. Retain one year from date of completion, then destroy.
7-1. Deposits Reports	Contains all deposit reports. Deposit reports will be maintained in monthly intervals. Retain one year from completion, then destroy.
7-2. Non-Served Copies	Contains copies of court papers not served by the RPD and monies needed to be returned. Retain until sent to the accountant.

General Order No. 9-5 (Cont.)

VI. LAW ENFORCEMENT OPERATIONS

These files consist of correspondence and reports of all criminal and non-criminal investigations. Included are supportive documents such as lab reports, statements, and other related material required to complete the investigation.

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| 1. Warrants Issued by District Court | Contains all warrants issued by District Court. Retain until served or returned. If unserved, return to LEO File 2. |
| 2-1. Warrants Issued by District Court Sent to Other Police Departments For Service for service. | Contains all warrants issued by District Court and sent to other Police Departments for service. Retain until served or returned. If unserved, return to LEO File 2 |
| 2-2. Warrants Issued by District Court From Other Jurisdictions Sent to This Department for Service | Contains all warrants issued by District Court from other jurisdictions and for service by this Department. Retain until served or returned to originating jurisdiction. |
| 3. Detention Log | Contains all detention log forms
Forms will be maintained in monthly intervals. Retain one year from date of arrest, then destroy. |
| 4. Warrants/Summons | Contains all warrants/summons
Information Checklist information checklist forms (CCSO#167). Forms will be maintained in monthly intervals. Retain one year from date of completion, then destroy. |
| 5. Use of Force Statistical Data | Contains all CCSO Use of Force Statistical Data. Retain five years. |
| 6. Incident Reports | Contains all incident reports with applicable supplementary reports until closed. Retain closed reports ten years, then destroy. |
| 7. Monthly U.C.R. Reports | Contains non-record copy of monthly U.C.R. reports, record copy maintained by U.C.R. Retain two years, then destroy. |

General Order No. 9-5 (Cont.)

8. Criminal Investigation Reports	Contains all criminal investigation reports with applicable supplementary reports. Retain open reports until suspended or closed. Retain suspended and closed reports for 25 years.
9. MILES/NCIC Active File	Contains opened, closed or suspended criminal investigation having active MILES/NCIC entries wanted persons, stolen vehicles, boats, guns, articles, securities, tags, unidentified persons, and MILES/NCIC computer check-off forms. Retain reports in this file until MILES/NCIC entry is cleared, return reports to the appropriate file LEO (opened, closed or suspended), and retain as schedule indicates.
10. Missing Person Reports – Open	Contains all open missing person reports (Form #79) with applicable supplementary reports attached.
10-1. Missing Person Reports – Closed	Contains all closed missing person reports (Form #79) with applicable supplementary reports attached. Retain three years from closed date, then destroy.
11. Vehicle Reports – Open	Contains all open vehicle reports form with applicable supplementary reports. Retain until closed. Move to 13-1 file when closed.
11-1. Vehicle Reports – Closed	Contains all closed vehicle reports form and applicable supplementary reports. Retain two years, then destroy.
14. Driving While Intoxicated – Open	Contains all open alcohol influence reports and all documents related to same. Retain until closed. Move to 14-1 file.
14-1. Driving While Intoxicated – Closed	Contains all closed alcohol influence reports and all related documents. Retain one year after final adjudication, then destroy.

General Order No. 9-5 (Cont.)

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| 15. Semi-Annual Report on Juveniles | Contains completed copy of the Semi-Annual Report on juveniles held in lockup/cell. Record copy maintained by Juvenile Justice Advisory Council. Retain installation copy for three years, then destroy. |
| 16. Patrol/House Checks | Contains all patrol/house check forms conducted by the RPD. Retain one year, destroy. |
| 17. Accident Reports | Contains all accident reports and related documents concerning vehicle collisions recorded through MAARS. Filed by complaint control number. Cutoff annually. Retain non-record copy three years, then destroy. |
| 18. Crime Prevention Reports | Contains copies of all security survey forms conducted by RPD. Retain three years, then destroy. |
| 19. Ex Parte and Protection Orders | Contains all Ex Parte and Protection Orders issued by Circuit Court and District Court. Maintain in yearly intervals. Retain one year, then destroy. Dismissed or denied orders may be destroyed immediately. |
| 20. Property Records – Open | Contains open property records filed consecutively by property record number.
Retain until closed. See File 22-1. |
| 20-1. Property Records – Closed | Contains all completely closed property records. Retain five years after full release, then destroy. |
| 21. Property Record Control Log | Contains a listing of property record numbers in sequence along with other pertinent information concerning property records issued |
| 22. Citations | Contains a record of citation books issued to Officers. Coded by citation number and issued in sequential order. Retain 3 years then destroy. |
| 23. Warnings | Contains copies of the RPD Warnings, issued in lieu of a citation. Retain 3 months, then destroy. |

General Order No. 9-5 (Cont.)

24. Maryland Equipment Repair Order	Contains copies of the Maryland (SERO) Safety Equipment Repair Order. Retain 3 months then destroy.
25. Race Based Profiling	Contains copies of the RPD Traffic Data Sheet. Complete report must be retained for 1 year plus the present year, then destroy.
26. K-9 Activities	General Information concerning the K-9 unit. Retain until no longer needed.
26-1. K-9 Utilization Report	Monthly K-9 Utilization Report Retain three years, then destroy.
26-2. K-9 Incident Report	K-9 Incident report. Retain three years, then destroy.
26-3. K-9 Training Aide Check List	K-9 Training Aide Check List. Retain three years, then destroy.
26-4. K-9 Training Aide Monthly Inventory	K-9 Training Aide Monthly Inventory. Retain three years, then destroy.
27. Mid-Shore Domestic Violence Supplemental Reports	Contains quarterly copies of the Mid Shore Domestic Violence supplement reports. Retain one year, then destroy.
28. Ride - Along Program	Contains RPD Waiver of Claim and Release from Liability. Retain three years, then destroy.
29. Uniform Civil Citations	Contains copies of Uniform Civil Citations issued by RPD. Retain one year, then destroy.
30. <i>Emergency Plans/ Bldg. Layouts</i>	<i>Contains emergency escape plans, building layouts, etc. of local schools and businesses. (Local schools, businesses, etc.) Retain until no longer needed, then destroy.</i>