

CHAPTER 38

RECORDS RETENTION

POLICY

It is the policy of the Cecil County Sheriff's Office to have a filing and retention schedule for records.

1 Administration

These files consist of all correspondence, records and reports which relate to the internal management and general administration of all Cecil County Sheriff's Office divisions and units.

1-1 Records Management contains a copy of applicable filing and retention schedules. Retain the schedule as a perpetual file by updating when amended or revised. Retain outdated copy for three years and until no longer needed, then destroy.

1-2 Request for new or revised forms contains the record copy of all requests for new or revised forms. Upon approval of the new form the D.O.L. will maintain the record copy and forward a copy of the approval to the requesting party.

2 General Orders

Contains a copy of all General Orders issued by the Sheriff to announce policies affecting the entire agency.

EXAMPLE: GENERAL ORDER 99001,99002. Receipt or Appraisal of Orders, Memoranda and Manual Revisions will be attached to the applicable General Order. Retain for one year from the date of issue and then destroy.

3 Special Orders

Active contains a copy of all Special Orders which affect specific segments of activities and are of a temporary or self-containing nature. This file contains individual folders arranged according to prefix on an "as needed" basis. Receipt or Appraisal of Orders, Memoranda and Manual Revisions will be attached to the applicable Special Order. Retained by the originating authority until superseded, rescinded, or cancelled, then removed to the inactive file. Orders received from other authorities shall be retained until superseded, rescinded or cancelled, then destroyed.

3-1 Special Orders – Inactive. Contains a copy of each Special Order issued by the originating sources which has been superseded, rescinded, or cancelled. Record copy maintained by the originating sources. Retain three years after orders has been superseded, rescinded, or cancelled, and then destroy.

3-2 Special Order Issuance Record. Contains Special Order Issuance Records of issuing authority – Destroy three years.

4 Memoranda

Active contains a copy of all Memoranda issued to disseminate information, which does not warrant a formal order. This file contains individual folders to be filed according to prefix on an "as needed" basis. Retained by the originating authority until superseded, rescinded or cancelled, then remove to the inactive file. Memoranda received from other authorities shall be retained until superseded, rescinded, or cancelled, then destroyed.

5 Status Reports

Contains copies of those reports prepared by Commanders at originating sources and used to produce the CCSO Annual Report, as well as to review the operating efficiency of Sheriff's Office. Record copy maintained by the originating source. Retain five years and until no longer needed, then destroy.

- 6 Civil Defense / Disaster Plans contains matters relating to Civil Defense, fire or comparable Emergency Evacuation Procedures – non –record material. Retain until amended or revised, then destroy.
- 7 Radar Equipment Testing and Monitoring contains records of maintenance and use of radar equipment assigned to CCSO. Record copy maintained by user. Retain as long as the radar equipment is in use. After it is disposed of, the destroy.
- 8 Energy Conservation contains communications concerning fuel conservation and related documents. Retain for three years, then destroy.
- 9 Statistical Surveys contains printouts from uniform crime and reports, Maryland Automated Accident Reporting System, Automated Incident Reporting System, Speed survey and related summaries. Create files as needed. Record copy maintained by originating source.
EXAMPLE:
Uniform Crime Reports
Maryland Automated Accident Reporting System
Automated Incident Reporting System
Speed Survey
Related Summaries
- Retain record copies, plus support data such as monthly and quarterly summaries five years, then destroy. Retain annual summaries used as support data ten years, then destroy. Non-record copies may be destroyed when no longer needed.
- 10 Daily Radio Log contains a record of radio messages received and transmitted at the originating source and a record of information not entered on the Complaint Control Cards. Record copy of Radio Log maintained by the originator. Cut off annually. Retain three years then destroy.
- 11 MILES Message Log contains a record of monthly messages transmitted at the originating sources. Record copy of MILES Message Log maintained by the originator. Cut off annually. Retain three years, then destroy.
- 12 MILES Messages (Open) contains the record copy of all MILES Messages relating to the theft of firearms, where a serial number is known. Retain for NCIC validation as long as needed or until property is recovered.
- 13 MILES Messages contains the record copy of MILES Messages (Close) pertaining to stolen firearms that have been recovered and cleared form NCIC. Retain until information removal has been verified by semi-annual validation process.
- 14 Command Meeting contains minutes of meetings attended by the Sheriff, Chief Deputy, Commanders, Division Commander and Shift Commanders. Record copy maintained by the originating Commanding Officer. Retain three years, then destroy.
- 15 Local Meeting Minutes contains minutes of meetings attended by local installation personnel. Record copy maintained by local installation. Retain three years, then destroy.
- 16 Application for Access Contains all copies of approved Application for / to Public Records Access that are Approved (Open) awaiting payment of fees or awaiting retrieval from storage or use. Applications awaiting payment of fees will be retained for thirty days.
- 16-1 Application for Access Contains all copies of approved Applications for / to Public Records access Public Records, for which the approved (closed) the fee has been received and copies of the records have been sent. Retain for three years, then destroy.

- 16-2** Application for Access contains all copies of approved Applications for / to Public Approved (fee – yes = copy – no). Records Access to Public Records, that the fee has been received, but the records are not yet available retain until copies are sent, then place in file ADM.
 - 16-3** Application for Access contains all copies of Applications for Access for / to Public Denied (open) Records Public Records, which has been denied (open) and on which an appeal has been noted. Retain until appeal has been resolved, then place in file.
 - 16-4** Application for Access contains all copies of Applications for Access to Public Records, Denied (closed) which has been denied (closed) which have been denied (closed) and on which appeals have been entered. Retain for three years, then destroy.
- 17** General Agency Correspondence. When the subject matter is not categorized in this filing system, the assigned prefix code of the originator, together with the title “General Agency Correspondence” shall be recorded in the upper right hand corner and filed by prefix code. Retain three years and until no longer needed, then destroy.

PERSONAL ADMINISTRATION

- 1** Monthly Activity Summaries contains reports tabulated monthly from information obtained from Daily Deputy Activity Reports. Retain record copies of annual summaries ten years, and then destroy. Retain non-record copies one year, then destroy.
 - 1-1** Cecil County BI-Weekly Timesheets contains reports documenting hours worked and leave taken. Record copy maintained by the Cecil County Human Resources.
- 2** Performance Evaluations and Promotion Requests contains forms and communications related to job performance ratings, promotion requests and recommendations. Retain five years, then destroy. Modify if an investigation or charges are pending.
- 3** Lost or Damaged Equipment form, retain four years, then return to employee to destroy if desired.
- 4** Request for Transfer or Withdrawal form, retain current requests, destroy others.
- 5** Letters of Appreciation / Commendation, retain permanently.
- 6**
- 7** Agency Accidents, excluding records involving disciplinary action. Retain permanently.
- 8** Leave and Duty Schedules contains monthly on and off duty status of personnel (leave sheets). Retain one year, then destroy.
- 9** Personnel Rosters contains copies of the Agency’s official alphabetical, seniority, and quarterly rosters. Retain until superseded, and then destroy.
- 10** Auxiliary contains alphabetically filed personnel. Law Enforcement records for each sworn employee. Documents filed personnel records include duplicates or extracts of documents filed in the official personnel folder. Commanders will keep these files under lock and key. Record copy maintained by the Personnel Management division. The Criminal Investigative Unit will serve as the central repository for records involving disciplinary action and founded complaints. Founded complaints and records involving disciplinary action will not be filed in Auxiliary Uniform Personnel record files. Certain other personnel documents which must be kept for a limited period of them as a reference will also be in this file. Files are subdivided as shown below.

RETENTION: Retain auxiliary files as long as person is employed by the Agency. File accompanies individual when transferred. When employee separates from the Agency forward entire file to Personnel Management Division (PMD). The PMD will determine what material will be placed in the master file and/or destroyed. The retention for forms that differs from above is shown in the subdivisions.

- 11 Performance Evaluations and Promotion Requests contains forms and communications related to job performance ratings, promotion requests and recommendations. Retain five years, then destroy. Modify if an investigation or charges are pending. Lost or Damaged Equipment form, retain four years, then return to employee to destroy if desired.
- 12 Request for Transfer or Withdrawal form, retain current requests, destroy others.
- 13 Letters of Appreciation / Commendation, permanent.
- 14 Agency Accidents, excluding records involving disciplinary action, permanent.
- 15 Personnel Information forms, retain current form(s), destroy others.
- 16 Personnel Orders Permanently
- 17 Request for Secondary Employment form : retain for three years after withdraw request is submitted, then destroy original and withdrawal request.
- 18 Request for training form: forward record copy to Training Division. Retain non-record copy in Aux. File for three years, then destroy.
- 19 Training Received form: retain permanently.
- 20 Firearms Training and Qualification: retain permanently.
- 21 Uniform Supplies Equipment Requests form: Uniform record issue slips, retain form as long as person is an agency employee.
- 22 Inspection Report – Personnel form: Monthly uniform inspection reports for the ranks of deputy through corporal. Retain for one year, plus current year, then destroy.
- 23 Personnel Counseling Form and related material. Retain for three years, then destroy. Forward record copy to Personnel Management Division.
- 24 Off Duty Log contains summary of data collected for off-duty vehicle use, retain one year, then destroy.
- 25 Incoming Transfer Request contains non-record copies of all requests for transfers by individuals to the installation. Record Copy maintained by the Personnel Management Division. Retain non-record copy until acted upon, by transfer withdrawal or amendment, then destroy.
- 26 Capital Equipment contains records relating to inventory of Inventory and furniture, typewriters, files and related improvements equipment; contains copies of warranties, loss or damage to capital equipment, request for repairs or salvage, improvement receipts, etc. recorded on Capital Equipment Inventory. Retain for three years and until audited, then destroy.

27. Ordnance Equipment contains records relating to handcuffs, Inventory Agency-issued ordnance, related equipment recorded on Ordnance Inventory and CCSO Equipment Sign-Out Log. Retain three years and until audited and then destroy.

Contains records relating to repairs and maintenance of Agency-issued ordnance. Record copy maintained by Agency Firearms Instructor. Retain for three years and then destroy.
28. Tactical Equipment Inventory contains records relating to tactical equipment issued to personnel or maintained at CCSO which is recorded on Tactical Equipment Inventor. Retained for three years and then destroyed.
29. Cost Analysis contains record copy of cost estimates worksheet associated with CCSO operations and/or budget projects. Retain for one fiscal year and then destroy.
30. Criminal Investigation Report – retain investigations reports with applicable supplementary reports in the Central Records Division. Retain open reports until suspended or closed. Retain closed and suspended reports for five years and then remove them from Central Records and place in a designated storage area for another 20 years and then destroy.
31. Missing Person Report – retain all open missing person reports with applicable supplementary reports until closed. Once closed move to a separate file with copy of cleared missing report form and retain for five years and then destroy.
32. Incident Report – retain all incident reports with applicable supplementary reports in the Central Records Division. Retain open reports until suspended or closed. Once closed, retain in Central Records for three years and then destroy. Suspended reports will be retained in Central Records for three years and then placed in a designated storage area for another five years.
33. Traffic Citations- should be retained for a period of three years and then destroyed.
34. Traffic Citation Transmittal Forms – should be retained for a period of three months and then destroyed.
35. Warnings – should be retained for a period of thirty days and then destroyed.
36. SERO (Safety Equipment Repair Order) – should be retained for a period of thirty days and then destroyed.