

GOVERNMENT OF THE DISTRICT OF COLUMBIA
RECORDS RETENTION SCHEDULE

SCHEDULE NO 2J	AMENDMENT NO 4 FEB 07 1980
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INSTRUCTIONS:

1. Send original and four copies to the D.C. Records Management Officer, Bureau of Materiel Management, Department of General Services, after approval by head of department or agency having custody of records.
2. The Records Management Officer, will secure all other necessary clearances.
3. Original of approved schedule will be retained in the Bureau of Materiel Management.

4. The Records Management Officer, will furnish the Office of the Inspector General and the Washington National Records Center with a copy of each approved Records Schedule.
5. Consultation with the Records Management Officer, is recommended prior to initial submission of a Records Schedule.
6. List any special conditions and limitations prior to listing of records.
7. Use D.C. Form 2610-1A for continuation sheets

AUTHORITY:

This schedule constitutes authority to destroy certain records at the end of retention periods specified herein. Records may be retained longer when in the opinion of the Custodian, with the concurrence of the Records Management Officer, there is sound reason for doing so. In no event, however, may disposal be made of records known

to pertain to unsettled accounts, claims, or demands involving the Government of the District of Columbia. Records known to pertain to outstanding exceptions, unsettled accounts, incomplete investigations, pending litigation, or any other matter involving a specific request made by the Comptroller General shall not be destroyed until satisfactory clearances thereof have been obtained.

BRIEF TITLE OF RECORDS COVERED BY THIS SCHEDULE.

Metropolitan Police Department General and Special Files

ITEM NO.	DESCRIPTION OF RECORDS	RETEN. PERIOD
	See Attached Schedule	D.C. Code Title 4 Section 137 Reorganization Order No. 3 dated January 26, 1965

CONCURRENCES AND APPROVAL

FOR THE CUSTODIANS OF THE RECORDS: (SIGNATURES, TITLES AND DATES)  Burtell M. Jefferson Chief of Police FEB 12 1980	FOR THE OFC. OF THE INSPECTOR GENERAL _____ SIGNATURE OF THE DIRECTOR	DATE
	FOR THE GENERAL COUNSEL - MPDC  SIGNATURE OF THE GENERAL COUNSEL	DATE FEB 08 1980
	FOR THE ASS'T. DIRECTOR FOR MATERIEL MGT. _____ SIGNATURE OF THE ASS'T. DIRECTOR	DATE

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ITEM NO.	DESCRIPTION OF RECORDS	RETEN. PERIOD
J-25	<p><u>Records Management File.</u> Contains reports, records and related documents concerning the department's records management function.</p> <p>Retain in Dept: 6 years, then destroy.</p>	
J-26	<p><u>Police I. D. Folder Application File.</u> Contains copies of PD 821 and related documents.</p> <p>Retain in Dept: 5 years, then destroy.</p>	
J-27	<p><u>Appeals Board File.</u> Contains records concerning all cases brought before the Appeals Board.</p> <p>Retain in Dept: Recordings - 1 year after case closed, then erase and reuse. Paper Records - 3 years after case closed, then destroy.</p>	
J-28	<p><u>Unusual Occurrence Review Board File.</u> Contains reports concerning barricade and unusual incidents along with recommendations for updating and improving the handling of unusual occurrences.</p> <p>Retain in Dept: 3 years after final court disposition, then destroy.</p>	
J-29	<p><u>FBI Crime Report File.</u> Contains copies of FBI Form No. 43-R0001.</p> <p>Retain in Dept: 3 years, then destroy.</p>	
J-30	<p><u>Quarterly Crime Report Books.</u> Contains the department's official crime figures that are released to the public and the press.</p> <p>Retain in Dept: 3 years, then destroy.</p>	
J-31	<p><u>Monthly Crime Report Books.</u> Contains the department's official monthly crime figures that are released to the public and the press.</p> <p>Retain in Dept: 3 years, then destroy.</p>	
J-32	<p><u>Annual Statistical Crime Report Books.</u> Contains the department's official annual crime figures.</p> <p>Retain in Dept: 3 years, then destroy.</p>	

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ITEM NO.	DESCRIPTION OF RECORDS	RETEN. PERIOD
J-33	<p>24 Hour Crime Report File . Contains copies of the 24 Hour Crime Reports prepared and submitted by the districts. (PD 93)</p> <p>Retain in Dept: 3 years, then destroy.</p>	

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ITEM NO.	DESCRIPTION OF RECORDS	RETEN. PERIOD
0-10	<p><u>Local Teletype Message Page File.</u> Contains copies of teletype messages sent by various department personnel.</p> <p>Retain in Dept: 2 years, then destroy.</p>	
0-11	<p><u>Incoming Interstate Teletype Message File.</u> Contains copies of incoming interstate teletype messages.</p> <p>Retain in Dept: 2 years, then destroy.</p>	
0-12	<p><u>Outgoing Interstate Teletype Messages (Minus File # 2, Tag Registration).</u> Contains copies of outgoing interstate teletype messages.</p> <p>Retain in Dept: 5 years, then destroy.</p>	
0-13	<p><u>Outgoing Interstate Teletype Messages (File # 2, Tag Registration).</u> Contains copies of outgoing interstate teletype messages concerning tag registration.</p> <p>Retain in Dept: 3 months, then destroy.</p>	
0-14	<p><u>Radio Tower Lights Log.</u> Contains records concerning checks made on the radio tower lights as required by the FCC. (UN-869)</p> <p>Retain in Dept: 3 years after last entry, then destroy.</p>	

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ITEM NO.	DESCRIPTION OF RECORDS	RETEN. PERIOD
IDENTIFICATION AND RECORDS DIVISION		
R-01	<p><u>Fingerprint Files.</u> Contains fingerprint cards for applications for licenses, criminal fingerprint cards, five finger files and other pertinent documents.</p> <p>Retain in Dept: 70 years Retain in FRC:.....</p>	10 years
R-02	<p><u>Questioned Document File.</u> Contains records of handwriting specimens, requests for examination of questioned documents, laboratory reports, and other pertinent documents.</p> <p>Retain in Dept: 7 years, then destroy.</p>	
R-03	<p><u>Radio Complaint File.</u> Contains PD 258 concerning calls and requests for service.</p> <p>Retain in Dept: Hardcopy - until microfilmed, then destroy. Retain microfilm 3 years, then destroy.</p>	
R-04	<p><u>Receipt Files.</u> Contains receipts for reproduction of police reports, arrest records, receipts for gun registration fees, photograph and fingerprint fees.</p> <p>Retain in Dept: 3 years or until after audit, whichever is sooner, then destroy.</p>	
R-05	<p><u>General Complaint File.</u> Contains event reports, accident reports, missing persons reports, sick or injury reports, prosecution reports, supplement reports and other pertinent documents to include PD 251, 252, 10, 313, 42, 43, 34, 163A, 804.</p> <p>Retain in Dept: 2 years Retain in FRC:.....</p>	10 years
R-06	RESERVED	
R-07	<p><u>No Registration/No License Firearms File.</u> Contains certificates attesting to no record of firearms registration certificates, no record of rifle/shotgun licenses, no license to carry a pistol and other pertinent documents. (PD 32, PD 36)</p> <p>Retain in Dept: 2 years, then destroy.</p>	

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ITEM NO.	DESCRIPTION OF RECORDS	RETEN. PERIOD
R-08	<p><u>Crime Scene Examination Case Files.</u> Contains reports, investigative documents, examination results, evidence reports and other pertinent documents concerning crime scenes, with the exception of homicide and rape crime scenes, covered for evidence by the department. (PD 668, PD 668A)</p> <p>Retain in Dept: 1 year Retain in FRC:.....</p>	10 years
R-09	<p><u>Homicide and Rape Crime Scene Examination Case Files.</u></p> <p>Retain in Dept: 3 years Retain in FRC:.....</p>	10 years
R-10	<p><u>Crimes Reported and Covered for Evidence File.</u> Contains reports concerning crimes covered for evidence. (PD 864)</p> <p>Retain in Dept: 1 year, then destroy.</p>	
R-11	<p><u>Request for Fingerprint Comparisons File.</u> Contains requests for fingerprint comparisons (PD Form 860)</p> <p>Retain in Dept: 3 years, then destroy.</p>	
R-12	<p><u>Criminal History File.</u> Contains hardcopy records filed <u>alphabetically</u>, concerning the criminal history of offenders arrested by the department. (PD 255)</p> <p>Retain in Dept: Until converted to microfiche or 70 years, whichever is sooner, then destroy.</p>	
R-13	<p><u>Criminal History File.</u> Contains hardcopy records filed by <u>complaint number</u>, concerning the criminal history of offenders arrested by the department. (PD 163)</p> <p>Retain in Dept: 1 year Retain in FRC:.....</p>	70 years
R-14	<p><u>Criminal History File.</u> Contains microfiche records filed by <u>ID number</u>, concerning the criminal history of offenders arrested by the department.</p> <p>Retain in Dept: 70 years, then destroy.</p>	
R-15	<p><u>Criminal History Request File.</u> Contains all requests for criminal histories. (PD 70)</p> <p>Retain in Dept: Handcopy - until microfilmed then destroy. Retain microfilm 3 years, then destroy.</p>	

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M NO.	DESCRIPTION OF RECORDS	RETEN. PERIOD
R-23	<p><u>Certificate of Firearms Examination File.</u> Contains records concerning the examination of firearms. (PD 791)</p> <p>Retain in Dept: 3 years, then destroy.</p>	
R-24	<p><u>Handwriting Index Card File.</u> Contains samples of handwriting that are used as a reference file. (PD 796)</p> <p>Retain in Dept: 25 years, then destroy.</p>	
R-25	<p>RESERVED</p> <p>(File discontinued 1/1/76)</p>	
R-26	<p><u>Request for Examination of Questioned Documents File.</u> Contains records concerning requests for the examination of questioned documents. (PD 797)</p> <p>Retain in Dept: 7 years, then destroy.</p>	
R-27	<p><u>Latent Fingerprint Jacket File.</u> Contains PD Form 307, PD Form 861 and latent fingerprints.</p> <p>Retain in Dept: 3 years Retain in FRC:.....</p>	10 years
R-28	<p><u>Weapons Index File.</u> Contains records concerning shotguns, rifles, revolvers, semi-automatic and unclassified weapons and other pertinent documents (PD 849)</p> <p>Retain in Dept: 3 years after disposal of weapon, then destroy.</p>	
R-29	<p><u>Field Arrest Forms.</u> Contains records concerning field arrests made by members of the department. (PD 759)</p> <p>Retain in Dept: 3 years Retain in FRC:.....</p>	7 years
R-30	<p><u>I&RD Summons Control Log.</u> Contains copies of PD 208A.</p> <p>Retain in Dept: 1 year after last entry, then destroy.</p>	
R-31	<p><u>Confidential Detention Journal File.</u> Contains records concerning cases transferred to the Detention Journal. (PD 728, 731)</p> <p>Retain in Dept: 3 years, then destroy.</p>	

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ITEM NO.	DESCRIPTION OF RECORDS	RETEN. PERIOD
R-32	<u>Citizen Complaint File.</u> Contains records concerning citizens complaints against members of the department. (PD Form 99) Retain in Dept: 1 year. Retain in FRC:	3 years
R-33	<u>State Revenue Officers Registration File.</u> Contains PD 215 and other documents relating to the registration of state revenue officers in compliance with the State Revenue Officers Registration Act of 1978. Retain in Dept: 2 years, then destroy.	
R-34	<u>Juvenile Log Book.</u> Contains a log of all juvenile arrests. Retain in Dept: 3 years after last entry. Retain in FRC:.....	27 years
R-35	<u>CCB Prisoner Log.</u> Contains a log of all prisoners housed at the central cell block. Retain in Dept: 3 years after last entry. Retain in FRC:.....	27 years
R-36	<u>Arrest Report File.</u> Contains a record of all arrest reports. (PD Form 255) Retain in Dept: Hardcopy - until microfilmed, then destroy. Retain microfilm 5 years, then destroy.	
R-37	<u>Detention Journal ID Package Log Book.</u> Contains records concerning ID packages that were destroyed when cases were transferred to the Detention Journal. Retain in Dept: 3 years after last entry, then destroy.	
R-38	<u>Publications File.</u> Contains the record copy of each item published by the department. Retain in Dept: Until obsolete, then destroy.	
R-39	<u>Publications Control File.</u> Contains records concerning all requisitions and work orders for reproduction and printing services. Retain in Dept: 3 fiscal years or until after audit, whichever is sooner, then destroy.	

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ITEM NO.	DESCRIPTION OF RECORDS	RETEN. PERIOD
R-40	<p><u>ID Number Log.</u> Contains a numerical listing by I.D. Number of all persons fingerprinted and photographed by the department.</p> <p>Retain in Dept: 70 years, then destroy.</p>	

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ITEM NO.	DESCRIPTION OF RECORDS	RETEN. PERIOD
INTERNAL AFFAIRS DIVISION		
S-01	<p><u>Internal Affairs Case Files.</u> Contains investigative reports concerning internal investigations conducted by the Internal Affairs Division.</p> <p>Retain in Dept: 3 years after conclusion of case. Retain in FRC:.....</p>	7 years
S-02	<p><u>Use of Service Weapon Review Board File.</u> Contains records concerning hearings conducted on the use of service weapons by members of the department.</p> <p>Retain in Dept: 3 years Retain in FRC:.....</p>	7 years
S-03	<p><u>PD 99 Card File.</u> Contains records filed alphabetically, by year, of the members of the department involved in citizen's complaints.</p> <p>Retain in Dept: 4 years, then destroy.</p>	
S-04	<p><u>Suspension File.</u> Contains records filed alphabetically, by year, of members of the department who were suspended in regard to pending disciplinary actions.</p> <p>Retain in Dept: 4 years, then destroy.</p>	

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ITEM NO.	DESCRIPTION OF RECORDS	RETEN. PERIOD
U-08	<u>Vice Report File.</u> Contains records concerning vice reports made by department personnel. (PD 68) Retain in Dept: 5 years, then destroy.	
U-09	RESERVED	
U-10	<u>Special Employee Financial Log.</u> Contains records concerning the use, reliability, and expenditures associated with special employees used by the division. Retain-in Dept: 5 years, then destroy.	

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ITEM NO.	DESCRIPTION OF RECORDS	RETEN. PERIOD
	DATA PROCESSING DIVISION	
W-01	<p><u>SPECIAL ADMINISTRATIVE CORRESPONDENCE FILE.</u></p> <p>Retain in Dept: 5 years, then destroy.</p>	
W-02	<p><u>SECURITY AND PRIVACY INFORMATION FILE.</u> Contains records concerning security and privacy information for the Data Processing Division.</p> <p>Retain in Dept: 3 years, then destroy.</p>	
W-03	<p><u>EQUIPMENT BUDGET FILE.</u> Contains records concerning each piece of equipment, billing and history.</p> <p>Retain in Dept: 3 fiscal years after disposition of equipment or until after audit, whichever is sooner, then destroy.</p>	
W-04	RESERVED	
W-05	RESERVED	
W-06	RESERVED	
W-07	RESERVED	
W-08	RESERVED	

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ITEM NO.	DESCRIPTION OF RECORDS	RETEN. PERIOD
Y-16	<p><u>Metrorail Police Pass Log Book.</u> Contains records concerning the issuance and return of WMATA passes.</p> <p>Retain in Dept: 1 year after last entry, then destroy.</p>	
Y-17	<p><u>Court Parking Pass Log Book.</u></p> <p>Retain in Dept: 1 year after last entry, then destroy.</p>	
Y-18	<p><u>Telephone Control Log.</u> Contains PD 764 concerning information in support of authorized long distance and WATS calls.</p> <p>Retain in Dept: 3 years or until after audit, whichever is sooner, then destroy.</p>	
Y-19	<p><u>Official Publications Receipt File.</u> Contains records concerning each publication distributed to employees to include an alphabetical listing of element personnel along with the date and signature of each person receiving the issuance and the initials of the issuing official.</p> <p>Retain in Dept: 3 years, then destroy.</p>	
Y-20	<p><u>Prompt Payment and Collection File.</u> Contains receipts and back-up concerning deposits with the D C Treasurer. (PD 102)</p> <p>Retain in Dept: 3 years or until after audit whichever is sooner, then destroy.</p>	
Y-21	<p>RESERVED (File discontinued 11/15/79)</p>	
Y-22	<p><u>Tour of Duty Supervisor's Report File.</u> Contains records concerning reports of unusual or serious incidents occurring during the tour of duty. (PD 150)</p> <p>Retain in Dept: 1 year, then destroy.</p>	