

GOVERNMENT OF THE DISTRICT OF COLUMBIA
RECORDS RETENTION SCHEDULE

SCHEDULE NO.

AMENDMENT NO.

2K

OF 78

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, 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.

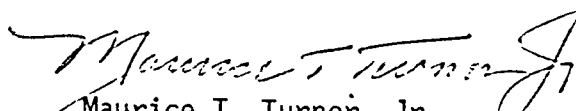
BRIEF TITLE OF RECORDS COVERED BY THIS SCHEDULE.

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)


Maurice T. Turner, Jr.
Chief of Police

FOR THE OFC. OF THE INSPECTOR GENERAL

DATE

SIGNATURE OF THE DIRECTOR

FOR THE GENERAL COUNSEL - MPDC

DATE


SIGNATURE OF THE GENERAL COUNSEL

5-26-81

FOR THE ASS'T. DIRECTOR FOR MATERIEL MGT.

DATE

SIGNATURE OF THE ASS'T. DIRECTOR

ITEM NO.	DESCRIPTION OF RECORDS	RETEN. PERIOD
	<p style="text-align: center;">OFFICE OF THE CHIEF OF POLICE</p>	
A-01	<p><u>Mail Control Record File.</u></p> <p>Control Card file containing information concerning the routing of mail and other documents processed through the Office of the Chief of Police. (PD 89)</p> <p>Retain in Dept: Three years, then destroy.</p>	
A-02	<p><u>Confidential Statement of Employment and Financial Interests File.</u></p> <p>Contains information concerning the employment and financial interests of sworn and civilian employees in certain grades and positions subject to possible conflict of interest. (PD 179)</p> <p>Retain in Dept: Until updated by employee or until employee leaves the department, then destroy.</p>	GRS?
A-03	<p><u>Confidential Fund Control Book.</u></p> <p>Retain in Dept: Three years after last entry, then destroy.</p>	

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ITEM NO.	DESCRIPTION OF RECORDS	RETEN. PERIOD
AA-01	<p style="text-align: center;">FIELD OPERATIONS BUREAU</p> <p><u>Activity Report File:</u></p> <p>Contains the original PD Forms 50 (Detective's and Investigator's Monthly Activity Reports) that are used by supervisors to evaluate work performance.</p> <p>Retain in Dept: One year, then destroy.</p>	

ITEM NO.	DESCRIPTION OF RECORDS	RETEN. PERIOD
	<p style="text-align: center;">ADMINISTRATIVE SERVICES BUREAU</p> <p>AB-01 <u>Employee Assistance Case Files.</u></p> <p>Contains individual jackets, filed numerically, consisting of intake reports, reports of interviews, analyses, and related records concerning each employee participating in the Employee Assistance Program. The confidentiality of these records is protected by Public Law 93-282.</p> <p>Retain in Dept: Three years after termination of counseling, then destroy.</p> <p>AB-02 <u>Employee Assistance Release of Information File.</u></p> <p>Contains records concerning requests and authorizations for the release of information contained in the Employee Assistance Case Files.</p> <p>Retain in Dept: With AB-01 and dispose of with same.</p> <p>AB-03 <u>Employee Assistance Intake Card File.</u></p> <p>Contains alphabetic, cross-index, intake cards identifying the employees participating in the Employee Assistance Program.</p> <p>Retain in Dept: Three years after termination of counseling, then destroy.</p>	

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ITEM NO.	DESCRIPTION OF RECORDS	RETEN. PERIOD
	OFFICE OF THE GENERAL COUNSEL	
B-01	<u>Legal Opinions File.</u> Contains legal opinions rendered for the department by the Office of the General Counsel, the Office of the Corporation Counsel, Judges, etc. Retain in Dept: Three years Retain in FRC:.....	97 years
B-02	<u>Members Reporting Late or Failing to Appear in Court File.</u> Contains reports concerning members who are late or fail to appear in Court as scheduled. Retain in Dept: One year, then destroy.	
B-03	<u>Closed Civil Action File.</u> Contains Court and correspondence documents relative to suits filed against the department and its officers. Retain in Dept: Three Years Retain in FRC:.....	7 years
B-04	<u>Special Chronological Correspondence File.</u> Contains copies of all legal correspondence generated by the Office of the General Counsel. Retain in Dept: Three years Retain in FRC:.....	17 years
B-05	<u>Van List File.</u> Contains the lists of all prisoners transported to Court and turned over to the U.S. Marshal. (PD 145) Retain in Dept: One year, then destroy.	

ITEM NO.	DESCRIPTION OF RECORDS	RETEN. PERIOD
	OFFICE OF FINANCIAL MANAGEMENT	
C-01	<u>Records Supporting Expenditures of Operating Funds.</u> Retain in Dept: Three fiscal years after fiscal year in which final payment was made or until after audit, whichever is sooner, then destroy.	
C-02	<u>Records Supporting Expenditure of Grant Funds.</u> Retain in Dept: Three fiscal years after fiscal year in which final payment was made or until after audit, whichever is sooner. Destroy after requesting and receiving destruction approval from the Office of the Inspector General.	
C-03	<u>Medical Payments File.</u> Contains information concerning injury and medical treatment of sworn members of the department. Retain in Dept: Three years after member is separated, then destroy.	
C-04	<u>Payroll Files.</u> Contains copies of DC Form 251 in individual, chronological files for each employee. Retain in Dept: Two years plus current, then destroy.	
C-05	<u>Sworn Members' Salary History File.</u> Contains the salary history of all sworn members. (PD Form 299) Retain in Dept: Until member is separated. Merge with official Personnel Folder and retire with same.	
C-06	<u>Reserved</u>	
C-07	<u>Reserved</u>	

ITEM NO.	DESCRIPTION OF RECORDS	RETEN. PERIOD
C-08	<p><u>Budget Estimates and Justifications File.</u></p> <p>Contains copies of budget estimates and justifications prepared by the department.</p> <p>Retain in Dept: Five years after close of fiscal year.</p> <p>Retain in FRC.....</p>	<p>GRS</p> <p>25 years</p>
C-09	<p><u>Budget Working Papers.</u></p> <p>Contains working papers and background materials used in preparation of budget estimates and justifications.</p> <p>Retain in Dept: One year after close of fiscal year covered by papers, then destroy.</p>	<p>GRS</p>
C-10	<p><u>Budget Reports File.</u></p> <p>Contains periodic reports on the status of appropriation accounts and apportionment.</p> <p>Retain in Dept: One year after close of fiscal year covered by papers, then destroy.</p>	<p>GRS</p>
C-11	<p><u>Report of Court Attendance File.</u></p> <p>Contains records concerning witness fees turned in by members of the department.</p> <p>Retain in Dept: Three years or until after audit, whichever is sooner, then destroy.</p>	
C-12	<p><u>Morning Report File.</u></p> <p>Contains copies of PD 135.</p> <p>Retain in Dept: Until after publication of the Annual Report, then destroy.</p>	

ITEM NO.	DESCRIPTION OF RECORDS	RETEN. PERIOD
	EQUAL EMPLOYMENT OPPORTUNITY OFFICE	
CC-1	<p><u>Equal Employment Opportunity Complaint File.</u></p> <p>Contains individual jackets, filed alphabetically and consists of records concerning each complaint, to include the EEO Counselors' reports.</p> <p>Retain in Dept: Upon disposition within the department, then transfer to CC-2</p>	
CC-2	<p><u>Equal Employment Opportunity Complaint File.</u></p> <p>Contains closed EEO Complaint cases.</p> <p>(1) Cases resolved within the Department, four years after resolution of case, then destroy.</p> <p>(2) Cases resolved by U.S. Court or Human Rights Commission, ten years, then transfer to FRC:.....</p>	10 years
CC-3	<p><u>Upward Mobility Information Files.</u></p> <p>Contains records, filed alphabetically, on all applicants and selectees for participation in the Upward Mobility Program, to include agreements, development plans and other related material concerning the program.</p> <p>Retain in Dept: Applicant Files - Five years, then destroy.</p> <p>Training Files - Two years after completion of training program, then destroy.</p>	

ITEM NO.	DESCRIPTION OF RECORDS	RETEN. PERIOD
	DISTRICTS	
D-01	<u>Incidental Book.</u> Retain in Dept: Two years after last entry, then destroy.	
D-02	<u>Warrant Book.</u> Retain in Dept: One year after last entry, then destroy.	
D-03	<u>Complaint Number Book.</u> Retain in Dept: One year after last entry, then destroy.	
D-04	<u>Telephone Log Book.</u> Consists of a chronological listing of all cases for police assistance received at a police station and subsequently referred to a dispatcher. Retain in Dept: One year after last entry, then destroy.	
D-05	<u>Portable Radio Log Book.</u> Retain in Dept: One year after last entry, then destroy.	
D-06	<u>Bicycle Registration Log Book.</u> Retain in Dept: One year after last entry, then destroy.	
D-07	<u>Sign Book.</u> Contains requests for No Parking Signs. Retain in Dept: One year after last entry, then destroy.	
D-08	<u>Notice Book.</u> Contains notifications in re miscellaneous information pertaining to police operations. Retain in Dept: One year after last entry, then destroy.	
D-09	<u>Detail Book.</u> Retain in Dept: One year after last entry, then destroy.	

ITEM NO.	DESCRIPTION OF RECORDS	RETEN. PERIOD
D-10	<p><u>Detox Log Book.</u></p> <p>Contains records concerning persons transported to the Detoxification Center. Maintained at the Detoxification Center as a police record.</p> <p>Retain in Dept: One year after last entry, then destroy.</p>	
D-11	<p><u>Summons Control Log Book.</u></p> <p>Contains PD 208 listing the summonses issued and served on members of the department.</p> <p>Retain in Dept: One year after last entry, then destroy.</p>	
D-12	Reserved	
D-13	<p><u>Court Case Jacket File.</u></p> <p>Contains criminal and traffic court case jackets.</p> <p>Retain in Dept: Five years, then destroy.</p>	
D-14	<p><u>Business Emergency Notification File.</u></p> <p>Contains PD 726 listing names of persons to be notified in cases of emergencies occurring at business places.</p> <p>Retain in Dept: Until updated or until obsolete, then destroy.</p>	
D-15	<p><u>Citation Release File.</u></p> <p>Contains reports concerning arrestees released in accordance with the department's Citation Release Program to include PD 778, PD 780, PD 799, Bail Agency Report.</p> <p>Retain in Dept: Two years, then destroy.</p>	
D-16	<p><u>Investigative Progress File.</u></p> <p>Contains copies of investigator's progress reports.</p> <p>Retain in Dept: Three years, then destroy.</p>	
D-17	<p><u>Collateral Receipt Log Book.</u></p> <p>Retain in Dept: Three years or until after audit, whichever is sooner, then destroy.</p>	

ITEM NO.	DESCRIPTION OF RECORDS	RETEN. PERIOD
D-18	<p><u>Collateral List File.</u></p> <p>Contains receipts, collateral lists to forfeit, to appear, collateral summary sheets, and other pertinent documents to include PD 67, PD 108, PD 108A, PD 109.</p> <p>Retain in Dept: Three years or until after audit, whichever is sooner, then destroy.</p>	
D-19	<p><u>NOI Transmittal File.</u></p> <p>Contains copies of PD 237 (NOI Transmittals), and copies of requests to cancel NOIs issued by MPD personnel. (PD11)</p> <p>Retain in Dept: Three years or until after audit, whichever is sooner, then destroy.</p>	
D-20	<p><u>Organizational Vehicle File - Part I.</u></p> <p>Contains the history of the vehicle while assigned to the organizational element to include the original PD 775A when the vehicle was assigned, PD 775B, and all PD 43s.</p> <p>Retain in Dept: Until vehicle reassigned or surveyed, then destroy.</p>	
D-21	<p><u>Organizational Vehicle File - Part II.</u></p> <p>Contains member's radio run log, records of vehicle inspections and other pertinent documents such as PD 775 and PD 775A.</p> <p>Retain in Dept: One year</p> <p>Retain in FRC:.....</p>	4 years
D-22	<p><u>Reciprocity Citation File.</u></p> <p>Contains PD 61B which is the citation to out-of-state motorists requiring them to appear at the Bureau of Motor Vehicle Services, DOT.</p> <p>Retain in Dept: One year after case closed, then destroy.</p>	
D-23	<p><u>Stop or Contact Report File.</u></p> <p>Contains reports concerning stops or contacts made with individuals on the street which did not result in a court case. Stops or contacts resulting in a court case shall be retained with the court case jacket. (PD 76)</p> <p>Retain in Dept: Three years, then destroy.</p>	

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ITEM NO.	DESCRIPTION OF RECORDS	RETEN. PERIOD
D-24	<p><u>24 Hour Crime Report.</u></p> <p>Contains crime reports for the preceeding 24 hours. (PD 93)</p> <p>Retain in Dept: Six months, then destroy.</p>	
D-25	<p><u>Roll Call Training Record File.</u></p> <p>Contains individual records concerning in-service training received by members of the department. (PD 103)</p> <p>Retain in Dept: One year after last entry, then destroy.</p>	
D-26	<p><u>Report of Violations of the Traffic Regulations by Operators of DC or US Government Vehicle File.</u></p> <p>Contains reports to other government agencies concerning traffic violations by their employees. (PD 101)</p> <p>Retain in Dept: One year, then destroy.</p>	
D-27	<p><u>Outside Agency Report File.</u></p> <p>Contains copies of reports forwarded to other outside agencies concerning lights out, defects on public space, etc. (PD 107)</p> <p>Retain in Dept: One year, then destroy.</p>	
D-28	<p><u>Officer's Individual Activity Record File.</u></p> <p>Contains individual activity records for members engaged in patrol activities. (PD 346)</p> <p>Retain in Dept: Three years after last entry, then destroy.</p>	
D-29	<p><u>K-9 Statistical Evaluation Report.</u></p> <p>Contains K-9 statistical evaluation reports. (PD 222)</p> <p>Retain in Dept: One year, then destroy.</p>	
D-30	<p><u>Crime Scene Search File.</u></p> <p>Contains PD 668 (Evidence Report) and PD 668A (Continuation Report).</p> <p>Retain in Dept: Five years, then destroy.</p>	

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ITEM NO.	DESCRIPTION OF RECORDS	RETEN. PERIOD
D-31	<u>Crime Scene Search Book.</u> Retain in Dept: One year after last entry, then destroy.	
D-32	Reserved	
D-33	<u>Confidential Funds File.</u> Contains documents concerning confidential expenditures, monthly accounts, officer's accounts and other pertinent documents to include PD 127, PD 128, PD 129, PD 152. Retain in Dept: Three fiscal years or until after audit, whichever is sooner, then destroy.	
D-34	<u>Abandoned Vehicle File.</u> Contains copies of PD 783 (Warning Notice). Retain in Dept: One year, then destroy.	
D-35	Reserved	
D-36	<u>Violation Citation File.</u> Contains copies of PD 61D issued to violators of the D.C. Rules and Regulations. Retain in Dept: One year plus current, then destroy.	
D-37	<u>Warning Citation File.</u> Contains copies of PD 61D issued as warnings for violations of the Vending Regulations. Maintained at the 1D Vending Coordinator's Office. Retain in Dept: One year plus current, then destroy.	
D-38	<u>15 Day Suspense Book.</u> Contains a record of pending Violation Citations (PD 61D). Retain in Dept: One year after last entry, then destroy.	

ITEM NO.	DESCRIPTION OF RECORDS	RETEN. PERIOD
D-39	<p><u>Breathalyzer Maintenance Log.</u></p> <p>Contains information concerning the maintenance of each breathalyzer.</p> <p>Retain in Dept: One year after the instrument is surveyed.</p> <p>Retain in FRC:.....</p>	4 years
D-40	<p><u>Breathalyzer Test Log.</u></p> <p>Contains information on the tests run on each breathalyzer.</p> <p>Retain in Dept: One year after the disposition of the case concerning the last entry.</p> <p>Retain in FRC:.....</p>	5 years
D-41	<p><u>Breathalyzer Simulation Test File.</u></p> <p>Contains PD 805 used in breathalyzer simulation tests.</p> <p>Retain in Dept: Three years, then destroy.</p>	
D-42	<p><u>Operation I.D. File.</u></p> <p>Contains PD 368, Burglary Check-off Sheets and other pertinent information concerning Operation I.D.</p> <p>Retain in Dept: Three years, then destroy.</p>	
D-43	<p><u>Radar Enforcement Records File.</u></p> <p>Contains reports concerning radar enforcement (PD 715).</p> <p>Retain in Dept: Three years, then destroy.</p>	
D-44	<p><u>NOI Cancellation File.</u></p> <p>Contains copies of requests to cancel NOIs issued by DOT Parking Enforcement Aides. Requests to cancel NOIs issued by MPD personnel are filed in D-19. (PD 11)</p> <p>Retain in Dept: One year, then destroy.</p>	

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ITEM NO.	DESCRIPTION OF RECORDS	RETEN. PERIOD
D-45	<p><u>Potentially Discoverable Material File.</u></p> <p>Contains tangible documents, reports, tapes, transcripts of tapes, photographs, or any other record that is potentially discoverable should a court case develop. Records that result in a court case shall be retained with the court case jacket.</p> <p>Retain in Dept: Three years, then destroy.</p>	
D-46	<p><u>Vice Street Address File.</u></p> <p>Contains records concerning premises suspected or known to be in violation of the vice laws to include PD 68 (Vice Report) and copies of all reports of incidents concerning the premises or persons suspected in connection with the premises.</p> <p>Retain in Dept: Five years after case closed, then destroy.</p>	
D-47	<p><u>Cross-Index Vice File.</u></p> <p>Contains a name and address file concerning each person suspected of or involved in the violation of vice laws and each street address or location of each vice complaint.</p> <p>Retain in Dept: Ten years, then destroy.</p>	
D-48	<p><u>Photographic Processing Request File.</u></p> <p>Contains PD 413 and related photographs.</p> <p>Retain in Dept: Evidence Requests - One year after final disposition of case, then destroy. Non-evidence Requests - One year, then destroy.</p>	
D-49	<p><u>Visitor Parking Permit File.</u></p> <p>Contains applications for visitor's parking permits filed by the street address of the applicant.</p> <p>Retain in Dept: Six months, then destroy.</p>	
D-50	<p><u>Visitor Parking Permit Log.</u></p> <p>Contains information concerning the permit control number, date, name and address of applicants for visitor's parking permits.</p> <p>Retain in Dept: One year after last entry, then destroy.</p>	

ITEM NO.	DESCRIPTION OF RECORDS	RETEN. PERIOD
D-51	<p><u>Gasoline and Oil Summary File.</u></p> <p>Contains PD 131, 132, and 133 documenting all gasoline and oil transactions at the element.</p> <p>Retain in Dept: One year, then destroy.</p>	
D-52	<p><u>Special Attention Log Book.</u></p> <p>Contains PD 658 documenting minor citizen complaints and vacant property checks.</p> <p>Retain in Dept: Until resolution of the complaint or until the property is reoccupied, then transfer to D-53.</p>	
D-53	<p><u>Special Attention File.</u></p> <p>Contains inactive PD 658s.</p> <p>Retain in Dept: One year, then destroy.</p>	

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ITEM NO.	DESCRIPTION OF RECORDS	RETEN. PERIOD
	CRIMINAL INVESTIGATIONS DIVISION	
E-01	<u>Pawnbrokers and Second-Hand Dealers Transaction File.</u> Contains pawnbrokers returns and second hand dealers returns. (PD 7, PD 7A) Retain in Dept: Two years, then destroy.	
E-02	<u>Stolen Automobile Book.</u> Retain in Dept: Five years Retain in FRC:.....	5 years
E-03	<u>Repossessed Automobile Book.</u> Retain in Dept: Two years from date of last entry, then destroy.	
E-04	<u>Court Case Jacket File.</u> Retain in Dept: Five years, then destroy.	
E-05	<u>Check and Fraud Case File.</u> Contains investigative reports of check and fraud cases. Retain in Dept: Five years after disposition of case. Retain in FRC:.....	6 years
E-06	<u>Natural Death and Accidental Death File.</u> Contains reports of natural and accidental deaths. Retain in Dept: Three years Retain in FRC:.....	7 years
E-07	<u>Closed Homicide Case Jackets.</u> Contains investigative reports concerning closed homicide cases. Retain in Dept: Five years after disposition of case. Retain in FRC:.....	20 years

ITEM NO.	DESCRIPTION OF RECORDS	RETEN. PERIOD
E-08	<p><u>Open Homicide Case Jackets.</u></p> <p>Contains investigative reports concerning open homicide cases.</p> <p>Retain in Dept: Eight years after investigation suspended.</p> <p>Retain in FRC:.....</p>	40 years
E-09	<p><u>Line-up Case File.</u></p> <p>Contains information concerning police line-ups, reports, motion pictures and sound recordings.</p> <p>Retain in Dept: Three years Retain in FRC:.....</p>	7 years
E-10	<p><u>Burglary and Pawn Case File.</u></p> <p>Contains investigative reports concerning burglary and pawn cases.</p> <p>Retain in Dept: Three years Retain in FRC:.....</p>	7 years
E-11	<p><u>Robbery Case File.</u></p> <p>Contains investigative reports concerning robbery cases.</p> <p>Retain in Dept: Two years Retain in FRC:.....</p>	7 years
E-12	<p><u>Fugitive Case File.</u></p> <p>Contain investigative reports concerning fugitive cases.</p> <p>Retain in Dept: Three years, then destroy.</p>	
E-13	<p><u>Sex Offense Case File.</u></p> <p>Contains investigative reports concerning sex offense cases.</p> <p>Retain in Dept: Five years Retain in FRC:.....</p>	10 years
E-14	<p><u>Stop Control Log.</u></p> <p>Contains a record of all stops placed on property at pawnbrokers' and second-hand dealers' establishments. (PD Form 82-B)</p> <p>Retain in Dept: Three years, then destroy.</p>	

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ITEM NO.	DESCRIPTION OF RECORDS	RETEN. PERIOD
E-15	<p><u>Suicide Case Jackets.</u></p> <p>Contains investigative reports concerning suicide cases.</p> <p>Retain in Dept: Three years Retain in FRC:.....</p>	17 years

ITEM NO.	DESCRIPTION OF RECORDS	RETEN. PERIOD
	YOUTH DIVISION	
F-01	<u>Neglected Child Case File.</u> Contains investigative reports concerning neglected, abandoned or abused children. Retain in Dept: Until child reaches 18 years of age, then destroy.	
F-02	<u>Bicycle Registration Master File.</u> Retain in Dept: Five years from date of registration, then destroy.	
F-03	<u>Bicycle Stop and Contact Report File.</u> Contains stop and contact reports concerning bicycles. (PD 76) Retain in Dept: Three years, then destroy.	
F-04	<u>Bicycle Registration Receipt File.</u> Contains records concerning bicycle registration fees turned over to the D.C. Treasurer. Retain in Dept: Three years or until after audit, whichever is sooner, then destroy.	

ITEM NO.	DESCRIPTION OF RECORDS	RETEN. PERIOD
	SPECIAL OPERATIONS DIVISION	
G-01	<p><u>Immobilization Notice File.</u></p> <p>Contains immobilization notices and other information concerning citizens who have had their automobiles immobilized due to outstanding traffic fines.</p> <p>Retain in Dept: One year, then destroy.</p>	
G-02	<p><u>Helicopter Part and Accessories Card File.</u></p> <p>Contains records concerning parts and accessories used to repair helicopters.</p> <p>Retain in Dept: Until helicopter surveyed, then destroy.</p>	
G-03	<p><u>Helicopter Repair Order File.</u></p> <p>Contains requests to repair individual helicopters.</p> <p>Retain in Dept: One year, then destroy.</p>	
G-04	<p><u>Special Flight, Off Base Landing and Out of Jurisdiction Report File.</u></p> <p>Contains records concerning special flights, off base landings, etc.</p> <p>Retain in Dept: One year, then destroy.</p>	
G-05	<p><u>Vessel Safety Inspection Report File.</u></p> <p>Contains PD Form 329 and other pertinent reports concerning vessel safety inspections.</p> <p>Retain in Dept: Three years from date of issue, then destroy.</p>	
G-06	<p><u>Applications for Issue and Renewal of Boat Number File.</u></p> <p>Contains PD Form 330, PD Form 330A and other pertinent documents concerning Certificates of Number.</p> <p>Retain in Dept: Until vessel destroyed, then destroy.</p>	

ITEM NO.	DESCRIPTION OF RECORDS	RETEN. PERIOD
G-07	<p><u>Application for Duplicate Registration Card and Validation Sticker File.</u></p> <p>Contains PD Form 332 and other pertinent documents concerning applications for the issue of duplicate registration cards and validation stickers.</p> <p>Retain in Dept: Until vessel destroyed, then destroy.</p>	
G-08	<p><u>Notifications of Change in Status of Vessel File.</u></p> <p>Contains PD Form 333 and other pertinent documents concerning notifications regarding the change in status of any registered vessel.</p> <p>Retain in Dept: Until vessel destroyed, then destroy.</p>	
G-09	<p><u>Boating Accident Report File.</u></p> <p>Contains PD Form 335 and other pertinent documents concerning boating accidents.</p> <p>Retain in Dept: Five years, then destroy.</p>	
G-10	<p><u>Firearms Training Record File.</u></p> <p>Contains PD Form 793 concerning the firearms training received by officers who are members of CDU.</p> <p>Retain in Dept: Until information has been transferred to the Firearms Training Ledger, then destroy.</p>	
G-11	<p><u>Firearms Training Record Ledger.</u></p> <p>Contains the firearms training record of members of the department who belong to CDU.</p> <p>Retain in Dept: Three years after last entry, then destroy.</p>	
G-12	<p><u>Civil Disturbance Unit Inventory Control Card File.</u></p> <p>Contains PD Form 416 concerning the status of Civil Disturbance Unit equipment, including firearms.</p> <p>Retain in Dept: Three years after deletion of item from inventory, or until after audit, whichever is sooner, then destroy.</p>	
G-13	Reserved	

ITEM NO.	DESCRIPTION OF RECORDS	RETEN. PERIOD
G-14	<p><u>Video-Tape Log Book.</u></p> <p>Contains a record of video-tapes taken in DUI cases.</p> <p>Retain in Dept: Three years Retain in FRC:.....</p>	5 years
G-15	<p><u>Traffic Investigative Case File.</u></p> <p>Contains investigative reports concerning hit and runs, fatalities, DUI and other pertinent traffic investigations. (PD 344, PD 10, PD 805, PD 163, PD 163A, PD 119A)</p> <p>Retain in Dept: Three years after disposition of case. Retain in FRC:.....</p>	7 years
G-16	<p><u>Traffic School Attendance Information File.</u></p> <p>Contains information concerning Traffic School attendees. (PD 200)</p> <p>Retain in Dept: Three years, then destroy.</p>	
G-17	<p><u>Radar Enforcement Record File.</u></p> <p>Contains reports concerning radar enforcement. (PD 715)</p> <p>Retain in Dept: One year, then destroy.</p>	
G-18	Reserved	
G-19	<p><u>Report of DUI Cases.</u></p> <p>Contains reports concerning DUI cases and Implied Consent cases handled by the department. (PD 35)</p> <p>Retain in Dept: Three years, then destroy.</p>	
G-20	<p><u>PD 344A File.</u></p> <p>Contains records of traffic accident fatalities.</p> <p>Retain in Dept: Twenty-five years, then destroy.</p>	
G-21	<p><u>Accident Photograph File.</u></p> <p>Contain photographs of accidents investigated by the Traffic Branch.</p> <p>Retain in Dept: Three years after disposition of case. Retain in FRC:.....</p>	7 years

ITEM NO.	DESCRIPTION OF RECORDS	RETEN. PERIOD
G-22	<p><u>Breathalyzer Maintenance Log.</u></p> <p>Contains information concerning the maintenance on each breathalyzer.</p> <p>Retain in Dept: One year after the instrument is surveyed.</p> <p>Retain in FRC:.....</p>	4 years
G-23	<p><u>Breathalyzer Test Log.</u></p> <p>Contains information on the tests run on each breathalyzer.</p> <p>Retain in Dept: One year after the disposition of the case concerning the last entry. (If there is an appeal concerning one of the cases, retain until disposition of appeal)</p> <p>Retain in FRC:.....</p>	5 years
G-24	<p><u>Breathalyzer Simulation Test File.</u></p> <p>Contains PD 805 used in breathalyzer simulation tests.</p> <p>Retain in Dept: Three years, then destroy.</p>	
G-25	<p><u>NOI Transmittal File.</u></p> <p>Contains copies of PD 237 (NOI Transmittals), and applicable PD 11s requesting cancellation of NOIs issued by MPD personnel.</p> <p>Retain in Dept: Three years or until after audit, whichever is sooner, then destroy.</p>	
G-26	<p><u>NOI Cancellation File.</u></p> <p>Contains copies of requests to cancel NOIs issued by DOT Parking Enforcement Aides. Requests to cancel NOIs issued by MPD personnel are filed in G-25. (PD 11)</p> <p>Retain in Dept: One year, then destroy.</p>	
G-27	<p><u>Notice of Registration Requirement File.</u></p> <p>Contains records concerning unoccupied vessels tied in slips in violation of boat registration regulations. (PD 328)</p> <p>Retain in Dept: Two years or upon compliance, whichever is sooner, then destroy.</p>	

ITEM NO.	DESCRIPTION OF RECORDS	RETEN. PERIOD
	DISCIPLINARY REVIEW DIVISION	
H-01	<u>Trial Board Docket Book.</u> Retain in Dept: Twenty-five years Retain in FRC:.....	75 years
H-02	<u>Disciplinary Review Hearing Docket Book.</u> Retain in Dept: Twenty-five years Retain in FRC:.....	75 years
H-03	<u>Trial Board Hearing File.</u> Contains trial board case files and transcripts. Retain in Dept: Three years after case closed. Retain in FRC:.....	27 years
H-04	<u>Disciplinary Review Division File.</u> Contains case files and Disciplinary Review Officer hearing documents. Retain Dept: Three years after case closed. Retain in FRC:.....	27 years

ITEM NO.	DESCRIPTION OF RECORDS	RETEN. PERIOD
	COMMUNITY RELATIONS DIVISION	
I-01	<p><u>Police Community Relations Contact File.</u></p> <p>Contains data from the various elements of the department concerning their police-community relations contacts. (PD 326)</p> <p>Retain in Dept: Two years plus current, then destroy.</p>	
I-02	<p><u>Officer Friendly File.</u></p> <p>Contains information concerning the Officer Friendly Program.</p> <p>Retain in Dept: Five years Retain in FRC:.....</p>	15 years
I-03	<p><u>Active Community Relations Projects File.</u></p> <p>Contains an alphabetical file on the active community relations projects and meetings handled by the division.</p> <p>Retain in Dept: Until inactive, then transfer to I-04.</p>	
I-04	<p><u>Inactive Community Relations Projects File.</u></p> <p>Contains an alphabetical file on the inactive community relations projects and meetings handled by the division.</p> <p>Retain in Dept: Five years Retain in FRC:.....</p>	15 years
I-05	<p><u>Speaker's Bureau File.</u></p> <p>Contains information concerning requests for speakers. (PD 842)</p> <p>Retain in Dept: Two years plus current, then destroy.</p>	
I-06	<p><u>Press Pass Application File.</u></p> <p>Contains information concerning applications for press passes by name of organization.</p> <p>Retain in Dept: Until inactive. Retain in FRC:.....</p>	30 years

ITEM NO.	DESCRIPTION OF RECORDS	RETEN. PERIOD
I-07	<p><u>Press Pass Name Index File.</u></p> <p>Contains information concerning individual press pass holders.</p> <p>Retain in Dept: Until inactive. Retain in FRC:.....</p>	30 years
I-08	<p><u>Media File.</u></p> <p>Contains information concerning Media Projects such as Tell It To The Chief, Hot Line Releases, Press Releases, etc.</p> <p>Retain in Dept: Five years, then destroy.</p>	
I-09	<p><u>Metro-Intercom File.</u></p> <p>Contains information concerning the history and reference material used for articles appearing in the Metro-Intercom.</p> <p>Retain in Dept: Ten years, then destroy.</p>	
I-10	<p><u>General Reference Information File.</u></p> <p>Contains information concening crime index offenses, annual report information and research material on the Boys and Girls Club, Operation I.D., etc.</p> <p>Retain in Dept: Five years, then destroy.</p>	
I-11	<p><u>Sheet Music File.</u></p> <p>Contains sheet music used by the Side-by-Side Band.</p> <p>Retain in Dept: Until obsolete, then destroy.</p>	
I-12	<p><u>Public Disclosure File.</u></p> <p>Contains public disclosure jackets pertaining to Freedom of Information Act requests and appeals.</p> <p>Retain in Dept: Five years, then destroy.</p>	GRS?
I-13	<p><u>Public Disclosure Log Book.</u></p> <p>Contains summary information concerning Freedom of Information Act requests.</p> <p>Retain in Dept: One year after last entry, then destroy.</p>	GRS?

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ITEM NO.	DESCRIPTION OF RECORDS	RETEN. PERIOD
	PLANNING AND DEVELOPMENT DIVISION :	
J-01	<u>General Order Master File.</u> Retain in Dept: Fifteen years Retain in FRC:.....	85 years
J-02	<u>Special Order Master File.</u> Retain in Dept: Fifteen years Retain in FRC:.....	85 years
J-03	<u>Circular Master File.</u> Retain in Dept: Fifteen years Retain in FRC:.....	85 years
J-04	<u>Official Historical Files.</u> Contains case, subject, planning and control files documenting the department's participation in the preparation, issuance, and analysis of, its official reactions to, and its actions to ensure compliance with authoritative documents that affect and define functions of the department. Also included are the department's legislative history files, agenda and minutes with supporting papers and files, reports on special studies files, documents concerning relations with the Executive Office of the President, the Congress, the Executive Office of the Mayor and the City Council that concern the planning, initiation, management and effectiveness of and changes in the department's programs, budget statements, annual activity and special nonrecurring reports, inter-agency agreements and case files on approved plans, policies, programs, projects and procedures. Retain in Dept: Fifteen years Retain in FRC:.....	85 years
J-05	<u>Tour of Duty Supervisor's Reports and Weekly Schedules Files.</u> Contains PD 150 and related duty schedules for Inspectors and above. Retain in Dept: One year, then destroy.	
J-06	<u>Quarterly Mileage Report File.</u> Contains copies of PD Form 187 which reflect the mileage traveled by department vehicles. Retain in Dept: One year, then destroy.	

ITEM NO.	DESCRIPTION OF RECORDS	RETEN. PERIOD
J-07	<p><u>Records Files.</u></p> <p>Contains correspondence concerning requests for expungement, Privacy Act inquiries, Freedom of Information Act inquiries and records availability inquiries.</p> <p>Retain in Dept: Five years, then destroy.</p>	
J-08	<p><u>Prisoners Guarded at Hospital File.</u></p> <p>Contains PD 312 and related documents.</p> <p>Retain in Dept: One year, then destroy.</p>	
J-09	<p><u>FBI Crime Report File.</u></p> <p>Contains the Uniform Crime Report (FBI Form No.43-R0001) which is submitted to the Federal Bureau of Investigation on a monthly basis.</p> <p>Retain in Dept: Ten years, then destroy.</p>	
J-10	<p><u>Complaints and Investigations File.</u></p> <p>Contains complaints and investigations concerning equal employment opportunity, disciplinary actions, internal affairs, investigative services, complaints against the department, complaints against individual members, formal complaints made to the Mayor, and complaints involving civil actions.</p> <p>Retain in Dept: Five years, then destroy.</p>	
J-11	<p><u>Forcible Entry File.</u></p> <p>Contains PD 240 and related documents.</p> <p>Retain in Dept: One year, then destroy.</p>	
J-12	<p><u>Quarterly Crime Report Booklets.</u></p> <p>Contains the department's official crime figures that are released to the public and the media on a quarterly basis.</p> <p>Retain in Dept: Three years, then destroy.</p>	

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ITEM NO.	DESCRIPTION OF RECORDS	RETEN. PERIOD
J-13	<p><u>Ride Along File.</u></p> <p>Contains copies of PD 369, PD 370 and PD 371 concerning applications, authorizations and adult and juvenile waivers in re the ride along program.</p> <p>Retain in Dept: Five years, then destroy.</p>	
J-14	<p><u>Monthly Crime Report Booklet.</u></p> <p>Contains the department's official crime figures that are released to in-house personnel and to the public and media on a monthly basis.</p> <p>Retain in Dept: Three years, then destroy.</p>	
J-15	<p><u>Licenses and Permits Files.</u></p> <p>Contains applications and investigations concerning licenses and permits to include copies of PD 59, PD 59A, PD 59B, PD 339, and PD 340.</p> <p>Retain in Dept: Six years, then destroy.</p>	
J-16	<p><u>Bomb Complaints File.</u></p> <p>Retain in Dept: Ten years, then destroy.</p>	
J-17	<p><u>ABC Board Notifications of Closings File.</u></p> <p>Retain in Dept: Five years, then destroy.</p>	
J-18	<p><u>Arrests of Aliens File.</u></p> <p>Retain in Dept: Six years, then destroy.</p>	
J-19	<p><u>Annual Report File.</u></p> <p>Contains copies of the department's annual reports.</p> <p>Retain in Dept: Fifteen years Retain in FRC:.....</p>	85 years
J-20	<p><u>Quarterly Report on the Integration of Two-Man Mobile Units and Foot Beats File.</u></p> <p>Contains copies of PD 130 and related reports and documents.</p> <p>Retain in Dept: Two years, then destroy.</p>	

ITEM NO.	DESCRIPTION OF RECORDS	RETEN. PERIOD
J-21	<p><u>Grants File.</u></p> <p>Contains documents and records supporting expenditures of grant funds.</p> <p>Retain in Dept: Fifteen years after close of grant. Retain in FRC:.....</p>	85 years
J-22	<p><u>Telephone Service File.</u></p> <p>Contains records of telephone installations and service provided within the department.</p> <p>Retain in Dept: Three years, then destroy.</p>	
J-23	<p><u>Active Forms Control Files.</u></p> <p>Contains the department's historical files in re active forms used throughout the department.</p> <p>Retain in Dept: Until inactive, then transfer to J-24.</p>	
J-24	<p><u>Inactive Forms Control Files.</u></p> <p>Contains the department's historical file in re inactive forms used throughout the department.</p> <p>Retain in Dept: Until reactivated, then transfer to J-23.</p>	
J-25	<p><u>Records Management File.</u></p> <p>Contains reports, records and related documents concerning the department's records management function.</p> <p>Retain in Dept: Six years, then destroy.</p>	
J-26	<p><u>Police I.D. Folder Application File.</u></p> <p>Contains copies of PD 821 and related documents.</p> <p>Retain in Dept: Five years, then destroy.</p>	

ITEM NO.	DESCRIPTION OF RECORDS	RETEN. PERIOD
J-27	<p><u>Appeals Board File.</u></p> <p>Contains records concerning all cases brought before the Appeals Board.</p> <p>Retain in Dept: Recordings-One year after case closed, then erase and reuse.</p> <p>Paper Records-Three years after case closed, then destroy.</p>	
J-28	<p><u>Unusual Occurrence Review Board File.</u></p> <p>Contains reports concerning barricades and unusual incidents along with recommendations for updating and improving the handling of unusual occurrences.</p> <p>Retain in Dept: Three years after final court disposition, then destroy.</p>	
J-29	<p><u>Monthly Crime Index Book.</u></p> <p>Printout of crime index offenses by District, day, date, hour, etc.</p> <p>Retain in Dept: Three years, then destroy.</p>	
J-30	<p><u>City-Wide Crime Index Books.</u></p> <p>Consists of crime offenses for the fiscal year that are categorized by date, carney block, date of the week, etc.</p> <p>Retain in Dept: Ten years Retain at FRC:.....</p>	90 years
J-31	<p><u>Annual City-Wide Crime Index Book.</u></p> <p>Printout of calendar year statistics on crime index offenses used to prepare Uniform Crime Reports for in-house presentations at meetings, press conferences and for use by the media and public.</p> <p>Retain in Dept: Ten years Retain at FRC:.....</p>	90 years
J-32	<p><u>Twenty-Four Hour Crime Report File.</u></p> <p>Consists of copies of PD Form 93 (Twenty-Four Hour Crime Report) documenting crimes occurring in the city.</p> <p>Retain in Dept: Three years, then destroy.</p>	

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ITEM NO.	DESCRIPTION OF RECORDS	RETEN. PERIOD
J-33	<p><u>Radio Run Books.</u></p> <p>Contains data on radio runs by scout car used by the department.</p> <p>Retain in Dept: Two years, then destroy.</p>	
J-34	<p><u>Survey and Inspections File.</u></p> <p>Contains reports of surveys and inspections of department facilities conducted to ensure the adequacy of protective and preventive measures taken against hazards of fire, accidents, etc.</p> <p>Retain in Dept: Five years, then destroy.</p>	

ITEM NO.	DESCRIPTION OF RECORDS	RETEN. PERIOD
K-01	<p align="center">POLICE AND FIRE CLINIC DIVISION</p> <p><u>Official Medical File.</u></p> <p>Contains medical survey reports, medical history records, records of sensitivities, laboratory work records and other pertinent documents concerning the medical history of sworn members.</p> <p>Retain in Dept: Ninety days after separation of member. Retain in FRC (Suitland):.....</p>	<p>75 years [Authority: Title 5, USC 5102 (c) (5)]</p>
K-02	<p><u>Individual Retirement Case File.</u></p> <p>Contains retirement case folders for sworn members of the department.</p> <p>Retain in Dept: Until case closed. Retain in FRC (Suitland):.....</p>	<p>75 years [Authority: Title 5, USC 5102 (c) (5)]</p>
K-03	<p><u>Physician's Records of Daily Activities and Patient Care File.</u></p> <p>Contains records concerning the physician's daily activities. (PD 303)</p> <p>Retain in Dept: Two years, then destroy.</p>	
K-04	<p><u>Consolidated Record of Visits File.</u></p> <p>Contains records concerning the number of visits to the clinic made by department personnel. (PD 304)</p> <p>Retain in Dept: Two years, then destroy.</p>	

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ITEM NO.	DESCRIPTION OF RECORDS	RETEN. PERIOD
K-05	<p><u>Limited Duty Report.</u></p> <p>Contains documents concerning assignments to limited duty positions. (PD 305)</p> <p>Retain in Dept: One year, then destroy.</p>	
K-06	<p><u>Laboratory Request File.</u></p> <p>Contains records concerning requests for laboratory tests and other pertinent documents. (PD 306, 321)</p> <p>Retain in Dept: One year, then destroy.</p>	
K-07	<p><u>X-Rays.</u></p> <p>Retain in Dept: With K-01. When no longer of any value, transfer to Department of General Services, Bureau of Material Management for auction.</p>	
K-08	<p><u>Medical Information Release File.</u></p> <p>Contains documents concerning the release of medical information concerning members of the department.</p> <p>Retain in Dept: With K-01 and dispose of with same.</p>	

ITEM NO.	DESCRIPTION OF RECORDS	RETEN. PERIOD
	<p style="text-align: center;">LABOR RELATIONS DIVISION</p>	
L-01	<p><u>Union Affiliation Waiver File.</u></p> <p>Contains waivers of union affiliation by members of the department. (PD 4)</p> <p>Retain in Dept: One year after expiration of contract that generated file, then destroy.</p>	
L-02	<p><u>Grievance/Complaint File.</u></p> <p>Contains records concerning grievancees and complaints filed by union members.</p> <p>Retain in Dept: One year after expiration of contract that generated file, then destroy.</p>	

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ITEM NO.	DESCRIPTION OF RECORDS	RETEN. PERIOD
	TRAINING DIVISION	
M-01	<p><u>K-9 File.</u></p> <p>Contains medical history records, reports of injury or illness, kennel cards, performance evaluations and other pertinent documents.</p> <p>Retain in Dept: Until dog retires, then destroy.</p>	
M-02	<p><u>Dog Feed File.</u></p> <p>Contains K-9 dog feed cards and related records.</p> <p>Retain in Dept: Two years, then destroy.</p>	
M-03	<p><u>K-9 Acceptance and Release File.</u></p> <p>Contains records concerning the acquisition and retirement of the K-9's.</p> <p>Retain in Dept: Six years after retirement of dog, then destroy.</p>	
M-04	<p><u>Monthly Report of Unit Level In-Service Training Program File.</u></p> <p>Contains records on PD 189 of the training given to members of the department at the unit level.</p> <p>Retain in Dept: One year, then destroy.</p>	
M-05	<p><u>Firearms Training Master File.</u></p> <p>Contains PD 226, 226A, 227 and 228 concerning an individual's firearms training.</p> <p>Retain in Dept: Until member is separated, then destroy.</p>	
M-06	<p><u>Vehicle Skills File.</u></p> <p>Contains copies of PD 338 concerning an individual's vehicle skills training.</p> <p>Retain in Dept: Until member is separated, then destroy.</p>	

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ITEM NO.	DESCRIPTION OF RECORDS	RETEN. PERIOD
M-07	<p><u>Canine History Record.</u></p> <p>Contains UN Form 613 concerning the record of the canine while assigned to the department.</p> <p>Retain in Dept: Six years after dog is released from the department, then destroy.</p>	
M-08	<p><u>Canine Handler History Record.</u></p> <p>Contains UN Form 614 concerning the record of the canine handler while assigned to the canine.</p> <p>Retain in Dept: Two years after handler leaves the canine, then destroy.</p>	
M-09	<p><u>Recruit Officer's Individual Academic Training File.</u></p> <p>Contains dates, grades and subject matter studied by each recruit.</p> <p>Retain in Dept: 20 years after member is separated, then destroy.</p>	
M-10	<p><u>Employee Training File.</u></p> <p>Contains information concerning all training received by sworn and civilian members.</p> <p>Retain in Dept: 20 years after member is separated, then destroy.</p>	
M-11	<p><u>Informational Motion Pictures.</u></p> <p>Consists of motion picture film documenting department activities and training (i.e., police investigation techniques, helicopter training, community-relations oriented film).</p> <p>Retain in Dept: 60 years Retain in FRC:.....</p>	40 Years
M-12	<p><u>Historical Motion Pictures.</u></p> <p>Consists of documentary footage and sound recordings of major demonstrations or other events handled by the department (i.e., May Day Demonstration, Viet Nam War Demonstrations).</p> <p>Retain in Dept: 60 years Retain in FRC:.....</p>	40 years

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ITEM NO.	DESCRIPTION OF RECORDS	RETEN. PERIOD
	Personnel Public Safety Cluster	
N-01a	<p><u>Official Personnel Folder (Police).</u></p> <p>Documents filed on the right-hand side of the folder pertain to the member's experience, training, special qualifications, skills, copies of personnel action forms, letters of commendation, performance ratings, and other pertinent records affecting the member's status and service.</p> <p>Retain in Dept: 90 days after separation of employee.</p> <p>Retain in FRC (Suitland):.....</p>	75 years [Authority: Title 5, USC 5102 (2) (5)]
N-01b	<p><u>Official Personnel Folder (Police).</u></p> <p>Documents considered to be of temporary value filed on the left-hand side of the folder:</p> <p>Documents such as letters of reference, outside employment request, indebtedness correspondence, letters of reprimand, warning (including PD 750), and similar disciplinary documentation.</p> <p>Retain in Dept: Three years, then destroy.</p>	
N-02a	<p><u>Official Personnel Folder (Civilian).</u></p> <p>Documents filed on the right-hand side of the folder pertain to the employee's experience, training, special qualifications, skills, copies of personnel action forms, letters of commendation, performance ratings and other pertinent records affecting the employee's status and service.</p> <p>Retain in Dept: 90 days after separation of employee.</p> <p>Retain in FRC: (St. Louis):.....</p>	75 years [Authority: Title 5, USC 5102 (c) (5)]

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ITEM NO.	DESCRIPTION OF RECORDS	RETEN. PERIOD
N-02b	<p><u>Official Personnel Folder (Civilian).</u></p> <p>Documents considered to be of temporary value filed on the left-hand side of the folder:</p> <p>Records such as letters of reference, debt correspondence, performance ratings, job descriptions, letters of reprimand, warning, caution, admonishment, and similar disciplinary documentation.</p> <p>Retain in Dept: Three years, then destroy.</p>	
N-03	<p><u>Merit Promotion File.</u></p> <p>Contains records concerning personnel referred and selected for vacant positions. (PD 161, 162)</p> <p>Retain in Dept: Two years, then destroy.</p>	
N-04	<p><u>Board of Review and Evaluation of Probationary Police Officers File.</u></p> <p>Contains records concerning the evaluation of probationary police officers and recommendations made to the Chief of Police.</p> <p>Retain in Dept: One year after case closed, then destroy.</p>	
N-05	<p><u>Employee Service Record (Standard Form 7).</u></p> <p>Contains information concerning an employee's service, i.e., personnel actions, position titles, salary, grade and organization.</p> <p>Retain in Dept: Three years after transfer or separation of employee, then destroy.</p>	
N-06	<p><u>Chronological Journal Files.</u></p> <p>Contains personnel action forms documenting initial employment, promotions, transfers, and changes in assignments.</p> <p>Retain in Dept: Two years, then destroy.</p>	

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ITEM NO.	DESCRIPTION OF RECORDS	RETEN. PERIOD
N-13	<p><u>Promotional Examination Historical Files.</u></p> <p>Contains files documenting the implementation of the promotional examination process.</p> <p>Retain in Dept: 40 years Retain in FRC:.....</p>	60 years
N-14	<p><u>Debt Correspondence Files.</u></p> <p>Contains documents concerning employee indebtedness.</p> <p>Retain in Dept: Two years, then destroy.</p>	
N-15	<p><u>Adverse Action Files.</u></p> <p>Contains records such as notices of proposed action, investigative reports, statements of witnesses, transcripts and other pertinent documents created in reviewing adverse actions.</p> <p>Retain in Dept: Three years after final appeal, then destroy.</p>	
N-16	<p><u>Employee Award Files.</u></p> <p>Contains documents such as recommendations for award, approved nominations, memoranda, correspondence and reports pertaining to cash and non-cash awards (e.g., employee suggestions, outstanding performance ratings, and within grade merit increases).</p> <p>Retain in Dept: Two years after approval/disapproval, then destroy.</p>	
N-17	<p><u>Employee Performance Rating Appeals Files.</u></p> <p>Contains reports generated by employee appeals of performance ratings.</p> <p>Retain in Dept: Three years after case is settled, then destroy.</p>	
N-18	<p><u>Employee Award Authorization Files.</u></p> <p>Contains records pertaining to expenditures for certificates, frames and medals for presentation to employees.</p> <p>Retain in Dept: Three years or until after audit, whichever is sooner, then destroy.</p>	

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ITEM NO.	DESCRIPTION OF RECORDS	RETEN. PERIOD
N-19	<p><u>Civilian Grievance Complaint Files.</u></p> <p>Contains correspondence, memoranda, reports and other pertinent records generated in reviewing civilian grievances and complaints.</p> <p>Retain in Dept: Three years after case is settled, then destroy.</p>	
N-20	<p><u>Special Assignment Position Job Description Files.</u></p> <p>Contains job descriptions for all special assignment positions.</p> <p>Retain in Dept: Five years after position description is abolished or superseded, then destroy.</p>	
N-21	<p><u>Certification Forms Files.</u></p> <p>Contains documents accumulated in obtaining certification of employees by the Civil Service Commission.</p> <p>Retain in Dept: Three years, then destroy.</p>	
N-22	<p><u>Application for Employment Log Book.</u></p> <p>Retain in Dept: Three years after last entry, then destroy.</p>	
N-23	<p><u>Requests for Personnel Action Files.</u></p> <p>Contains copies of SF-52 (Request for Personnel Action).</p> <p>Retain in Dept: Two years, then destroy.</p>	
N-24	<p><u>Rejected Applicant Folders.</u></p> <p>Contains records such as application for employment, pre-employment inquiries, and other pertinent documents generated in the investigation of an applicant's suitability for employment as a police officer.</p> <p>Retain in Dept: Three years, then destroy.</p>	
N-25	<p><u>Applicant History Card Files. (PD Form 97)</u></p> <p>Contains information concerning applicants for employment (e.g., name, date of birth, results of written and physical examinations, and brief account of background investigation).</p> <p>Retain in Dept: Two years after separation of employee, then destroy.</p>	

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ITEM NO.	DESCRIPTION OF RECORDS	RETEN. PERIOD
N-26	<p><u>Rejected Applicant's Physical Card Files.</u></p> <p>Contains information concerning applicants for employment who were rejected as a result of a physical examination.</p> <p>Retain in Dept: Two years, then destroy.</p>	
N-27	<p><u>Applicant's Physical Examination Log Book.</u></p> <p>Contains information concerning the results of physical examination of applicants for employment as police officers.</p> <p>Retain in Dept: Five years after last entry.</p> <p>Retain in FRC:.....</p>	10 years
N-28	<p><u>Investigator's Examination File.</u></p> <p>Contains copies of evaluations, rating sheets, special orders, vacancy announcements and other records generated in the examination of applicants for the position of Investigator.</p> <p>Retain in Dept: Three years, then destroy.</p>	

ITEM NO.	DESCRIPTION OF RECORDS	RETEN. PERIOD
	COMMUNICATIONS DIVISION	
0-01	<u>Impounded and Repossessed Auto Books.</u> Retain in Dept: Two years, then destroy.	
0-02	<u>Radio Broadcast Magnetic Tape File.</u> Retain in Dept: Two years, then erase and reuse.	
0-03	<u>Teletype Request for Local Lookout.</u> Contains records concerning the posting of local lookouts. Retain in Dept: 30 days, then destroy.	
0-04	<u>Reserved</u>	
0-05	<u>Interstate Teletype Message File.</u> Contains master copies of all interstate teletype messages. Retain in Dept: Two years, then destroy.	
0-06	<u>Teletype Request File.</u> Contains PD 360 and related records concerning requests for teletype messages. Retain in Dept: Two years, then destroy.	
0-07	<u>Failure to Answer Radio Call File.</u> Contains records concerning scout car drivers failing to answer radio calls. Retain in Dept: 30 days, then destroy.	
0-08	<u>Weather Forecast File.</u> Contains copies of past weather forecasts. Retain in Dept: One year, then destroy.	

ITEM NO.	DESCRIPTION OF RECORDS	RETEN. PERIOD
0-09	<p><u>Repossessed Auto Slip File.</u></p> <p>Contains PD 619 with information concerning the repossession of autos.</p> <p>Retain in Dept: One year, then destroy.</p>	
0-10	<p><u>Local Teletype Message Page File.</u></p> <p>Contains copies of teletype messages sent by various department personnel.</p> <p>Retain in Dept: Two years, then destroy.</p>	
0-11	<p><u>Incoming Interstate Teletype Message File.</u></p> <p>Contains copies of incoming interstate teletype messages.</p> <p>Retain in Dept: Two years, then destroy.</p>	
0-12	<p><u>Outgoing Interstate Teletype Messages (Minus File #2, Tag Registration).</u></p> <p>Contains copies of outgoing interstate teletype messages.</p> <p>Retain in Dept: Three years, then destroy.</p>	
0-13	<p><u>Outgoing Interstate Teletype Messages (File #2, Tag Registration).</u></p> <p>Contains copies of outgoing interstate teletype messages concerning tag registration.</p> <p>Retain in Dept: Three months, then destroy.</p>	
0-14	<p><u>Radio Tower Lights Log</u></p> <p>Contains records concerning checks made on the radio tower lights as required by the FCC (UN-869)</p> <p>Retain in Dept: One year after last entry, then destroy.</p>	

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ITEM NO.	DESCRIPTION OF RECORDS	RETEN. PERIOD
	FLEET MANAGEMENT DIVISION	
P-01	<u>Police Crane and Service Shop Receipt File.</u> Contains records concerning police crane and service shop receipts and other pertinent documents. (PD 23) Retain in Dept: One year, then destroy.	
P-02	<u>Vehicle History File.</u> Contains work orders, vehicle repair requests, and other pertinent documents pertaining to the history of the vehicle. (PD 49, 415) Retain in Dept: One year after vehicle is surveyed. Retain in FRC:.....	5 years
P-03	Reserved	
P-04	<u>Vehicle Inspections and Activity Report Files.</u> Contains copies of daily and weekly vehicle inspection reports to include PD 775 and 775A. Retain in Dept: One Year Retain in FRC:.....	4 years
P-05	<u>Motor Pool Cruiser Log.</u> Contains copies of PD 871. Retain in Dept: One year, then destroy.	
P-06	<u>Motor Pool Cruiser Dispatch Report File.</u> Contains copies of PD 872. Retain in Dept: One year, then destroy.	
P-07	<u>Motor Vehicle Accident Review Board File.</u> Contains records concerning the review of all accidents involving department vehicles. Retain in Dept: Three years after case closed, then destroy.	

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ITEM NO.	DESCRIPTION OF RECORDS	RETEN. PERIOD
P-08	<p><u>Gasoline and Oil Inventory File.</u></p> <p>Contains PD Form 132 submitted by dispensing units listing the daily reconciliation of inventory of gasoline and oil, and a report of any dispensing discrepancies.</p> <p>Retain in Dept: One year, then destroy.</p>	

ITEM NO.	DESCRIPTION OF RECORDS	RETEN. PERIOD
	PROPERTY DIVISION	
Q-01	<p><u>Accountable Property Record File.</u></p> <p>Contains a record of individual accountable property records excluding Q-20 items. (PD 16)</p> <p>Retain in Dept: Three years after last entry or until after audit, whichever is sooner, then destroy.</p>	
Q-02	<p><u>Expendable Property Record File.</u></p> <p>Contains a record of individual expendable property records. (PD 16)</p> <p>Retain in Dept: Three years or until after audit, whichever is sooner, then destroy.</p>	
Q-03	<p><u>Stock Locator File.</u></p> <p>Contains information concerning the location of stock housed at the Property Division. (PD 820)</p> <p>Retain in Dept: Until obsolete, then destroy.</p>	
Q-04	<p><u>Office Machine History File.</u></p> <p>Contains records pertaining to the history of the department's office machines.</p> <p>Retain in Dept: Six months after machine is surveyed, then destroy.</p>	
Q-05	<p><u>Gun Record Card File.</u></p> <p>Contains an alphabetical history of who a gun is listed to and a numerical listing by serial number of all firearms owned by the department. (PD 177, 177A)</p> <p>Retain in Dept: Alphabetical Listing - Two years after separation of member, then destroy.</p> <p>Numerical Listing - One year after disposal of weapon, then destroy.</p>	

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ITEM NO.	DESCRIPTION OF RECORDS	RETEN. PERIOD
Q-06	<p><u>Clothing and Equipment Record File.</u></p> <p>Contains individual clothing and equipment records, property receipts, etc., for police officers, crossing guards and selected civilian employees. (PD 85, 85A)</p> <p>Retain in Dept: Two years after separation of employee, then destroy.</p>	
Q-07	<p><u>Report of Damage to or Loss of Uniform or Equipment File.</u></p> <p>Contains records and reports of all damage and/or loss of uniforms or equipment, reports of investigations concerning the circumstances, results, etc. (PD 43)</p> <p>Retain in Dept: Three years, then destroy.</p>	
Q-08	Reserved	
Q-09	<p><u>Clothing and Equipment Inventory Control File.</u></p> <p>Contains records concerning the running inventory of clothing and equipment. (PD 92)</p> <p>Retain in Dept: One year, then destroy.</p>	
Q-10	Reserved	
Q-11	<p><u>Public Auction File.</u></p> <p>Contains records concerning auctions held by the department.</p> <p>Retain in Dept: Three years or until after audit, whichever is sooner, then destroy.</p>	
Q-12	<p><u>Property Record File.</u></p> <p>Contains records listing property owned by the department by each acquisition. (DC 2620.3)</p> <p>Retain in Dept: Three years or until after audit, whichever is sooner, then destroy.</p>	
Q-13	<p><u>Handling, Hauling, Towing and Storage Fee File.</u></p> <p>Contains records and other pertinent documents concerning the described services and fees charged for same. (PD 196, 196A)</p> <p>Retain in Dept: Three years or until after audit, whichever is sooner, then destroy.</p>	

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ITEM NO.	DESCRIPTION OF RECORDS	RETEN. PERIOD
Q-14	Reserved	
Q-15	<p><u>Request for Supplies and Services Master File.</u></p> <p>Contains documents concerning all requests for issue or turn-in submitted to the Property Division by the various elements of the department. (PD 160)</p> <p>Retain in Dept: Three years or until after audit, whichever is sooner, then destroy.</p>	
Q-16	<p><u>Gun and Badge Record File.</u></p> <p>Contains PD 804.</p> <p>Retain in Dept: One year after separation of member, then destroy.</p>	
Q-17	<p><u>Requisitions Transaction Register File.</u></p> <p>Contains records concerning requisitions processed through the Property Division. (PD 819)</p> <p>Retain in Dept: Three years or until after audit, whichever is sooner, then destroy.</p>	
Q-18	<p><u>Purchase Order Transaction Register File.</u></p> <p>Contains records concerning purchase orders processed through the Property Division. (PD 819A)</p> <p>Retain in Dept: Three years or until after audit, whichever is sooner, then destroy.</p>	
Q-19	<p><u>Uniform and Equipment Board File.</u></p> <p>Contains records concerning all matters relating to uniforms and equipment for the purpose of improving the quality of same.</p> <p>Retain in Dept: Three years, then destroy.</p>	

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ITEM NO.	DESCRIPTION OF RECORDS	RETEN. PERIOD
Q-20	<p><u>Federal Grant Acquisitions Accountable Property Record File.</u></p> <p>Contains records concerning non-expendable property with a useful life of more than one year and an acquisition cost of at least \$100 per unit, purchased with Federal Grant Funds.</p> <p>Retain in Dept: Three fiscal years after final disposition of property, then destroy. (Authority: OMB Regulations)</p>	
Q-21	<p><u>Utility Uniform Authorization File.</u></p> <p>Contains authorizations from the Chairman of the Uniform and Equipment Board to commanding officers concerning duty assignments designated to wear utility uniforms and jump suits.</p> <p>Retain in Dept: Until revised, rescinded or superseded, then destroy.</p>	
Q-22	<p><u>Clothing and Equipment Receipt File.</u></p> <p>Contains receipts for lost or damaged clothing and equipment.</p> <p>Retain in Dept: Three years or until after audit, whichever is sooner, then destroy.</p>	
Q-23	<p><u>Active Property Return File.</u></p> <p>Contains active records concerning property in the custody of the Property Clerk. (PD Form 81, Property Return)</p> <p>Retain in Dept: Until property is disposed of properly, then transfer to Q-24.</p>	
Q-24	<p><u>Inactive Property Return File.</u></p> <p>Contains inactive records concerning property previously in the custody of the Property Clerk and properly disposed of. (PD Form 81, Property Return)</p> <p>Retain in Dept: Ten years, 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></p> <p>Contains fingerprint cards for applications for licenses, criminal fingerprint cards, five finger files and other pertinent documents.</p> <p>Retain in Dept: 80 years of age, then destroy.</p>	
R-02	<p><u>Questioned Document File.</u></p> <p>Contains records of handwriting specimens, requests for examination of questioned documents, laboratory reports, and other pertinent documents.</p> <p>Retain in Dept: Seven years, then destroy.</p>	
R-03	<p><u>Radio Complaint File.</u></p> <p>Contains PD 258 concerning calls and requests for service.</p> <p>Retain in Dept: Hardcopy - until microfilmed, then destroy. Retain microfilm three years, then destroy.</p>	
R-04	<p><u>Receipt Files.</u></p> <p>Contains receipts for reproduction of police reports, arrest records, receipts for gun registration fees, photograph and fingerprint fees.</p> <p>Retain in Dept: Three years or until after audit, whichever is sooner, then destroy.</p>	
R-05	<p><u>General Complaint File.</u></p> <p>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, 803, 163A, and 34.</p> <p>Retain hard copy 2 years Retain at FRC:..... Retain microfilm 70 years, then destroy.</p>	10 years.

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ITEM NO.	DESCRIPTION OF RECORDS	RETEN. PERIOD
R-06	Reserved	
R-07	<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) Retain in Dept: Two years, then destroy.	
R-08	<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, 668A) Retain in Dept: One year Retain in FRC:.....	10 years
R-09	<u>Homicide and Rape Crime Scene Examination Case Files.</u> Retain in Dept: Three years Retain in FRC:.....	10 years
R-10	Reserved	
R-11	<u>Request for Fingerprint Comparisons File.</u> Contains requests for fingerprint comparisons (PD Form 860) Retain in Dept: Three years, then destroy.	
R-12	Reserved	
R-13	<u>Criminal History File.</u> Contains hardcopy records filed by CCN concerning the criminal history of offenders arrested by the department. (PD 163) Retain in Dept: 25 years Retain in FRC:.....	45 years
R-14	<u>Criminal History File.</u> Contains microfiche records filed by ID numbers concerning the criminal history of offenders arrested by the department. Retain in Dept: 70 years, then destroy.	

ITEM NO.	DESCRIPTION OF RECORDS	RETEN. PERIOD
R-15	<p><u>Criminal History Request File.</u></p> <p>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>	
R-16	<p><u>Firearms Registration File.</u></p> <p>Contains records concerning all firearms registered by the department. (PD 219)</p> <p>Retain in Dept: 75 years, then destroy.</p>	
R-17	<p><u>Ammunition Collectors Certificate File.</u></p> <p>Contains records concerning authorizations for the collection of ammunition. (PD 221)</p> <p>Retain in Dept: Seven years, then destroy.</p>	
R-18	<p><u>Deadly Weapon Dealers' Inspection File.</u></p> <p>Contains records concerning inspections of deadly weapons dealer's business places. (PD 225)</p> <p>Retain in Dept: Ten years, then destroy.</p>	
R-19	<p><u>Juvenile Reporting File.</u></p> <p>Contains reports and records concerning juvenile offenders. (PD 379)</p> <p>Retain in Dept: Until juvenile reaches 18 years of age, then destroy unless record represents a referral to court. Retain in FRC:.....</p>	10 years.
R-20	<p><u>Photographic Processing Request File.</u></p> <p>Contains records concerning requests for the processing of photographs. (PD 413)</p> <p>Retain in Dept: Evidence Requests - One year after final disposition of case, then destroy. Non-evidence Requests - One year, then destroy.</p>	

ITEM NO.	DESCRIPTION OF RECORDS	RETEN. PERIOD
R-21	<u>Requests for Laboratory Examination of Firearms File.</u> Contains records concerning requests for laboratory examination of firearms. (PD 698A) Retain in Dept: Three years Retain in FRC:.....	7 years
R-22	<u>Temporary Detention Report File.</u> Contains records concerning the temporary detention of arrestees. (PD 709) Retain in Dept: Three years, then destroy.	
R-23	<u>Certificate of Firearms Examination File.</u> Contains records concerning the examination of firearms. (PD 791) Retain in Dept: Three years, then destroy.	
R-24	<u>Handwriting Index Card File.</u> Contains samples of handwriting that are used as a reference file. (PD 796) Retain in Dept: 25 years, then destroy.	
R-25	Reserved	
R-26	<u>Request for Examination of Questioned Documents File.</u> Contains records concerning requests for the examination of questioned documents. (PD 797) Retain in Dept: Seven years, then destroy.	
R-27	<u>Latent Fingerprint Jacket File.</u> Contains PD Form 307, PD Form 861 and latent fingerprints. Retain in Dept: Three years Retain in FRC:.....	10 years
R-28	<u>Weapons Index File.</u> Contains records concerning shotguns, rifles, revolvers, semi-automatic and unclassified weapons and other pertinent documents. (PD 849) Retain in Dept: Three years after disposal of weapon, then destroy.	

ITEM NO.	DESCRIPTION OF RECORDS	RETEN. PERIOD
R-29	<p><u>Field Arrest Forms.</u></p> <p>Contains records concerning field arrests made by members of the department. (PD 759)</p> <p>Retain in Dept: Three years Retain in FRC:.....</p>	7 years
R-30	<p><u>I&RD Summons Control Log.</u></p> <p>Contains copies of PD 208A.</p> <p>Retain in Dept: One year after last entry, then destroy.</p>	
R-31	<p><u>Confidential Detention Journal File.</u></p> <p>Contains records concerning cases transferred to the Detention Journal. (PD 728, 731)</p> <p>Retain in Dept: Three years, then destroy.</p>	
R-32	<p><u>Citizen Complaint File.</u></p> <p>Contains records concerning citizens complaints against members of the department. (PD Form 99)</p> <p>Retain in Dept: One year Retain in FRC:.....</p>	4 years
R-33	<p><u>State Revenue Officers Registration File.</u></p> <p>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.</p> <p>Retain in Dept: Two years, then destroy.</p>	
R-34	<p><u>Juvenile Log Book.</u></p> <p>Contains a log of all juvenile arrests.</p> <p>Retain in Dept: 30 years after last entry, then destroy.</p>	
R-35	<p><u>CCB Prisoner Log.</u></p> <p>Contains a log of all prisoners housed at the central cell block.</p> <p>Retain in Dept: Three years after last entry.</p> <p>Retain in FRC:.....</p>	27 years

ITEM NO.	DESCRIPTION OF RECORDS	RETEN. PERIOD
R-36	<p><u>Arrest Report File.</u></p> <p>Contains a record of all arrest reports. (PD Form 255)</p> <p>Retain in Dept: When duplicated by PD 163, retain hard copy three years, then destroy. When only record of arrest, 25 years, then destroy.</p>	
R-37	<p><u>Detention Journal ID Package Log Book.</u></p> <p>Contains records concerning ID packages that were destroyed when cases were transferred to the Detention Journal.</p> <p>Retain in Dept: Three years after last entry, then destroy.</p>	
R-38	<p><u>Publications File.</u></p> <p>Contains the record copy of each item published by the department.</p> <p>Retain in Dept: Until obsolete, then destroy.</p>	
R-39	<p><u>Publications Control File.</u></p> <p>Contains records concerning all requisitions and work orders for reproduction and printing services.</p> <p>Retain in Dept: Three fiscal years or until after audit, whichever is sooner, then destroy.</p>	
R-40	<p><u>ID Number Log.</u></p> <p>Contains a numerical listing by ID number of all person finger-printed and photographed by the department. (UN-196)</p> <p>Retain in Dept: 70 years, then destroy.</p>	

ITEM NO.	DESCRIPTION OF RECORDS	RETEN. PERIOD
	INTERNAL AFFAIRS DIVISION	
S-01	<p><u>Internal Affairs Case Files.</u></p> <p>Contains investigative reports concerning internal investigations conducted by the Internal Affairs Division.</p> <p>Retain in Dept: Three years after conclusion of case.</p> <p>Retain in FRC:.....</p>	7 years
S-02	<p><u>Use of Service Weapons Review Board File.</u></p> <p>Contains records concerning hearings conducted on the use of service weapons by members of the department.</p> <p>Retain in Dept: Three years Retain in FRC:.....</p>	7 years
S-03	<p><u>PD 99 Card File.</u></p> <p>Contains records filed alphabetically, by year, of the members of the department involved in citizen complaints.</p> <p>Retain in Dept: Five years, then destroy.</p>	
S-04	<p><u>Suspension File.</u></p> <p>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: Three years Retain at FRC:.....</p>	7 years
S-05	<p><u>Formal Complaint File.</u></p> <p>Consists of documented case files, by calendar year, of members of the department who are involved in formal citizen complaints.</p> <p>Retain in Dept: Three years Retain at FRC:.....</p>	2 years

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ITEM NO.	DESCRIPTION OF RECORDS	RETEN. PERIOD
	INSPECTIONAL SERVICES BUREAU	
T-01	Reserved	
T-02	Reserved	
T-03	<u>Facilities Checks File.</u> Contains reports concerning surveys and inspections of department facilities to ensure the adequacy of security measures. Retain in Dept: One year, then destroy.	

ITEM NO.	DESCRIPTION OF RECORDS	RETEN. PERIOD
	MORALS DIVISION	
U-01	<p><u>Confidential Funds File.</u></p> <p>Contains records concerning confidential expenditures, monthly accounts, officer's accounts and other pertinent documents. (PD 127, 128, 129, 152)</p> <p>Retain in Dept: Three fiscal years, or until after audit, whichever is sooner, then destroy.</p>	
U-02	<p><u>Suspicious Person Card File.</u></p> <p>Contains records concerning persons considered to be suspicious. (PD 91)</p> <p>Retain in Dept: Six years, then destroy.</p>	
U-03	<p><u>Narcotic Addict Information File.</u></p> <p>Contains records concerning known narcotic addicts.</p> <p>Retain in Dept: Three years, then destroy.</p>	
U-04	<p><u>Disposition of Drug Evidence File.</u></p> <p>Contains records concerning the disposition of drug evidence. (PD 231, 232)</p> <p>Retain in Dept: One year, then destroy.</p>	
U-05	<p><u>Report of Forcible Entry File.</u></p> <p>Contains records concerning forcible entries made by members of the department. (PD 240)</p> <p>Retain in Dept: Three years, then destroy.</p>	
U-06	<p><u>Raid Check List Files.</u></p> <p>Contains pre-raid and post-raid check lists. (PD 296, 297)</p> <p>Retain in Dept: One year, then destroy.</p>	

ITEM NO.	DESCRIPTION OF RECORDS	RETEN. PERIOD
U-07	<u>Consent to Search File.</u> Contains records concerning consent given by individuals for a search of their apartment or private dwelling. (PD 781) Retain in Dept: Seven years, then destroy.	
U-08	<u>Vice Report File.</u> Contains records concerning vice reports made by department personnel. (PD 68) Retain in Dept: Five 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: Five years, then destroy.	

ITEM NO.	DESCRIPTION OF RECORDS	RETEN. PERIOD
	INVESTIGATIVE SERVICES DIVISION	
V-01	<u>Permit to Carry a Pistol File.</u> Contains permits and other pertinent data relating to permits to carry a pistol. Retain in Dept: One year after expiration of permit, then destroy.	
V-02	<u>Application for Permit to Carry a Pistol File.</u> Retain in Dept: Approved applications - Two years, then destroy. Disapproved Applications - Five years, then destroy.	
V-03	<u>Application for Commission as Special Police Officer File.</u> Contains applications for commissions as special police officers to include PD 363. Retain in Dept: Five years after expiration of commission, then destroy.	
V-04	<u>Applications for Security Guard Licenses.</u> Contains applications for licenses as security guards to include EDL Form 35. Retain in Dept: Five years, then destroy.	
V-05	<u>Confidential Fund File.</u> Contains records concerning confidential expenditures, monthly accounts, officer's accounts and other pertinent documents. (PD 127, 128, 129, 152) Retain in Dept: Three fiscal years or until after audit, whichever is sooner, then destroy.	

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ITEM NO.	DESCRIPTION OF RECORDS	RETEN. PERIOD
V-06	<p><u>Organization File.</u></p> <p>Contains investigative jackets of organizations or groups engaged in committing criminal activities upon which the ISD bears an investigative responsibility.</p> <p>Retain in Dept: Until obsolete, then destroy.</p>	
V-07	<p><u>Individual File.</u></p> <p>Contains investigative jackets on those persons who engage in criminal activities that are similar in nature, either independently or in loose association with others.</p> <p>Retain in Dept: Until obsolete, then destroy.</p>	
V-08	<p><u>Criminal Threat File.</u></p> <p>Contains information concerning individuals or organizations who commit major criminal acts such as bombings, kidnappings, etc., in other cities or jurisdictions which, through cause or motivation, indicates the threat of similar events within this city.</p> <p>Retain in Dept: Until obsolete, then destroy.</p>	
V-09	<p><u>Mental File.</u></p> <p>Contains information on persons who exhibit mental derangement and potential for committing violence through overt acts such as the mailing of threat letters to government officials and public personalities.</p> <p>Retain in Dept: Until obsolete, then destroy.</p>	
V-10	<p><u>Index Card File.</u></p> <p>Contains information on cross index reference cards of each individual or organization named in the preceding files.</p> <p>Retain in Dept: Until obsolete, then destroy.</p>	
V-11	<p><u>Intra-Departmental Information Dissemination Log Book.</u></p> <p>Contains information concerning the dissemination of ISD file material, whether by phone or in person, to persons within the department.</p> <p>Retain in Dept: Until obsolete, then destroy.</p>	

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ITEM NO.	DESCRIPTION OF RECORDS	RETEN. PERIOD
V-12	<p><u>Extra-Departmental Information Dissemination Log Book.</u></p> <p>Contains information concerning the dissemination of ISD file material, whether by phone or in person, to persons outside the department.</p> <p>Retain in Dept: Until obsolete, then destroy.</p>	

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ITEM NO.	DESCRIPTION OF RECORDS	RETEN. PERIOD
	DATA PROCESSING DIVISION	
W-01	<u>Special Administrative Correspondence File.</u> Retain in Dept: Five years, then destroy.	
W-02	<u>Security and Privacy Information File.</u> Contains records concerning security and privacy information for the Data Processing Division. Retain in Dept: Three years, then destroy.	
W-03	<u>Equipment Budget File.</u> Contains records concerning each piece of equipment, billing and history. Retain in Dept: Three fiscal years after disposition of equipment or until after audit, whichever is sooner, then destroy.	
W-04	Reserved	
W-05	Reserved	
W-06	Reserved	
W-07	Reserved	
W-08	Reserved	
W-09	<u>IBM 370 Operating System.</u> Contains all instructions, libraries, and files to manage the internal operation of the computer. Stored on magnetic media and in vendor's manuals. Retain in Dept: Until updated or system discontinued, then delete.	
W-10	<u>Wales Logging System.</u> (Madison) Contains records concerning transactions against the WALES on-line files. Records - Retain in Dept: Ten years, then destroy. System - Retain in Dept: Until discontinued, then delete.	

ITEM NO.	DESCRIPTION OF RECORDS	RETEN. PERIOD
W-11	<p><u>Automated Personnel System.</u> (Wiebach, DeCoste)</p> <p>Contains information on all MPD personnel.</p> <p>Records - Retain in Dept: Until deleted by Personnel Office. System - Retain in Dept: Until discontinued, then delete.</p>	
W-12	<p><u>Deployment Schedule System.</u> (Bowman)</p> <p>Contains manpower and vehicle deployment information.</p> <p>Records - Retain in Dept: Until deleted by applicable divisions or districts. System - Retain in Dept: Until discontinued, then delete.</p>	
W-13	<p><u>Traffic Warrant/Ticket System.</u> (DeCoste, Bowman, Wiebach)</p> <p>Contains traffic ticket and warrant information.</p> <p>Records - Retain in Dept: Until deleted by Superior Court or Department of Transportation. System - Retain in Dept: Until discontinued, then delete.</p>	
W-14	<p><u>Vehicle System.</u> (DeCoste, Bowman, Wiebach)</p> <p>Contains all D.C. owner registration and permit information as well as stolen vehicle records</p> <p>Vehicle Records - Retain in Dept: Until deleted by Department of Transportation Stolen Records - Retain in Dept: Until deleted by Communications Division. System - Retain in Dept: Until discontinued, then delete.</p>	
W-15	<p><u>Criminal Warrant System.</u> (DeCoste, Bowman, Wiebach)</p> <p>Contains identification records and all outstanding criminal warrants</p> <p>ID Records - Retain in Dept: Until deleted by Identification and Records Division. Warrant Records - Retain in Dept: Until deleted by Superior Court or Identification and Records Division System - Retain in Dept: Until discontinued, then deleted.</p>	

ITEM NO.	DESCRIPTION OF RECORDS	RETEN. PERIOD
W-16	<u>National Crime Information Center, National Law Enforcement Telecommunication System.</u> (Williams) Contains programs necessary to interface with WALES. Retain in Dept: Until system discontinued, then delete.	
W-17	<u>Fleet Maintenance System.</u> (Sharp) Contains records on all MPD vehicles showing identification, repairs, maintenance, and gas and oil consumption. Records - Retain in Dept: Until deleted by Fleet Management Division System - Retain in Dept: Until discontinued, then delete.	
W-18	<u>Pawn and Stolen Article File.</u> (Bowman, Madden) Contains records of articles pawned or stolen in the District of Columbia Records - Retain in Dept: Until deleted by Criminal Investigations Division or Identification and Records Division. System - Retain in Dept: Until discontinued, then delete.	
W-19	<u>Field Arrest System.</u> (Posey) Contains records concerning individuals arrested during mass demonstrations. Retain in Dept: Until updated or system discontinued, then delete.	
W-20	<u>Traffic Accidents/Injuries.</u> (Sharp) Contains records concerning traffic accidents occurring in the District of Columbia. Retain in Dept: Until updated or system discontinued, then delete.	

ITEM NO.	DESCRIPTION OF RECORDS	RETEN. PERIOD
W-21	<p><u>Sex Modus Operandi.</u> (Sharp)</p> <p>Contains modus operandi records concerning sexual offenses occurring in the District of Columbia.</p> <p>Retain in Dept: Until updated or system discontinued, then delete.</p>	
W-22	<p><u>Robbery Modus Operandi.</u> (Sharp)</p> <p>Contains modus operandi records concerning robbery offenses occurring in the District of Columbia.</p>	
W-23	<p><u>Reserved</u></p>	
W-24	<p><u>Radio Runs.</u> (Madison, Moseley)</p> <p>Contains records concerning each event responded to by the department as a result of a complaint or call for police service.</p> <p>Retain in Dept: Until updated or system discontinued, then delete.</p>	
W-25	<p><u>Arrest System.</u> (Ingram, Moseley)</p> <p>Contains statistical records of arrests by type of charge, location of booking, etc., used for Uniform Crime Reporting purposes.</p>	
W-26	<p><u>Boat File.</u> (Ingram, Madison)</p> <p>Contains records concerning the registered boats under the control of the Harbor Master.</p> <p>Retain in Dept: Until updated or system discontinued, then delete.</p>	
W-27	<p><u>Culprit.</u> (Davis)</p> <p>Contains the information retrieval program used for special requests.</p> <p>Retain in Dept: Until updated or system discontinued, then delete.</p>	

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ITEM NO.	DESCRIPTION OF RECORDS	RETEN. PERIOD
W-28	<p><u>Complainant Name File.</u> (Ingram)</p> <p>Contains records concerning complainants on police reports.</p> <p>Retain in Dept: Until updated or system discontinued, then delete.</p>	
W-29	<p><u>Dent.</u> (Davis)</p> <p>Contains batch data entry files such as traffic, gas and oil, modus operandi.</p> <p>Retain in Dept: Until updated or system discontinued, then delete.</p>	
W-30	<p><u>Name File.</u> (Davis)</p> <p>Contains the names pertaining to various computer systems.</p> <p>Retain in Dept: Until updated or system discontinued, then delete.</p>	
W-31	<p><u>Offenses.</u> (Posey)</p> <p>Contains the historical records of all offenses. Used for special statistical studies, i.e., demographic analysis, crime patterns.</p> <p>Retain in Dept: Until updated or system discontinued, then delete.</p>	
W-32	<p><u>Printout.</u> (Madison)</p> <p>Contains special test data used in the system development of recidivist files.</p> <p>Retain in Dept: Until updated or system discontinued, then delete.</p>	
W-33	<p><u>Property.</u> (Madison)</p> <p>Contains records concerning various property throughout the District of Columbia. Used to maintain the Geographic Base File.</p> <p>Retain in Dept: Until updated or system discontinued, then delete.</p>	

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ITEM NO.	DESCRIPTION OF RECORDS	RETEN. PERIOD
W-34	<p><u>Special.</u> (Madden)</p> <p>Contains records retrieval information for special, one-time requests.</p> <p>Retain in Dept: Until updated or system discontinued, then delete.</p>	
W-35	<p><u>Computer Assisted Dispatch.</u> (Davis, Dandridge)</p> <p>Contains records concerning police resources dispatched and events handled by the department.</p> <p>Retain in Dept: Until updated or system discontinued, then delete.</p>	
W-36	<p><u>Name File.</u> (Dandridge)</p> <p>Contains the master back-up file for C-41.</p> <p>Retain in Dept: Until updated or system discontinued, then delete.</p>	
W-37	<p><u>Offenses.</u> (Madison)</p> <p>Contains cumulative statistical records for the current fiscal year.</p> <p>Retain in Dept: Until updated or system discontinued, then delete.</p>	
W-38	<p><u>Youth Division.</u> (Dandridge)</p> <p>Contains statistical records concerning child abuse.</p> <p>Retain in Dept: Until updated or system discontinued, then delete.</p>	
W-39	<p><u>Gun Registration.</u> (Ingram)</p> <p>Contains records on all registered guns in the District of Columbia.</p> <p>Retain in Dept: Until updated or system discontinued, then delete.</p>	

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ITEM NO.	DESCRIPTION OF RECORDS	RETEN. PERIOD
W-40	<p><u>Bike Registration.</u> (Ingram)</p> <p>Contains records on all registered bicycles in the District of Columbia.</p> <p>Retain in Dept: Until updated or system discontinued, then delete.</p>	
W-41	<p><u>Family Crisis Intervention.</u> (Posey)</p> <p>Contains records concerning events leading up to and the results of department response to domestic disturbances.</p> <p>Retain in Dept: Until updated or system discontinued, then delete.</p>	
W-42	<p><u>Drug Records.</u> (Madison)</p> <p>Contains classified records concerning drug investigations.</p> <p>Retain in Dept: Until updated or system discontinued, then delete.</p>	
W-43	<p><u>Mathmatica.</u></p> <p>Contains paper documentation for Computer Simulation Model of Police Dispatching and Patrol Functions.</p> <p>Retain in Dept: One year</p>	<p>Retain in FRC:.....</p> <p>75 years</p>

ITEM NO.	DESCRIPTION OF RECORDS	RETEN. PERIOD
	GENERAL RECORDS - CRIMINAL	
X-01	<u>Arrest Book.</u> Retain in Dept: Three years after last entry. Retain in FRC:.....	27 years
X-02	<u>Property Book.</u> Retain in Dept: Three years after last entry. Retain in FRC:.....	7 years
X-03	<u>Detention Journal.</u> Retain in Dept: Three years after last entry; then destroy.	

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ITEM NO.	DESCRIPTION OF RECORDS	RETEN. PERIOD
	GENERAL RECORDS - ADMINISTRATIVE	
Y-01	<u>General Correspondence Files.</u> Retain in Dept: Three years, then destroy.	
Y-02	<u>Leave and Non-Pay Status Books.</u> Contains PD 169. Retain in Dept: Three years plus current, then destroy.	
Y-03	<u>Quarterly Compensatory Time Books.</u> Contains PD 266. Retain in Dept: Three years plus current, then destroy.	
Y-04	<u>Time and Attendance Files.</u> Contains copies of DC Form 251 and all supporting documents. Retain in Dept: Three years plus current, then destroy.	
Y-05	<u>Patrol Signal System Books.</u> Retain in Dept: One year after last entry. Retain in FRC:.....	4 years
Y-06	<u>Weight Control Files.</u> Contains PD 817. Retain in Dept: Two years, then destroy.	
Y-07	<u>Firearms Training File.</u> Contains PD 226A in separate alphabetical and chronological files. Retain in Dept: Until new card received, then destroy.	
Y-08	<u>Sick Leave Book.</u> Retain in Dept: One year after last entry, then destroy.	

ITEM NO.	DESCRIPTION OF RECORDS	RETEN. PERIOD
Y-09	<p><u>Annual Leave Book.</u></p> <p>Retain in Dept: One year after last entry, then destroy.</p>	
Y-10	<p><u>Expected Tardiness Book.</u></p> <p>Retain in Dept: One year after last entry, then destroy.</p>	
Y-11a	<p><u>Unit Personnel Folders (Police and Civilian).</u></p> <p>Documents filed on the right-hand side of the folder pertain to the employee's experience, training, special qualifications and skills (e.g., performance ratings, letters of commendation, personnel action forms, and other pertinent records affecting the employee's status and service).</p> <p>Retain in Dept: Until employee is separated. Merge with official personnel folder and retire with same.</p>	
Y-11b	<p><u>Unit Personnel Folders (Police and Civilian).</u></p> <p>Documents filed on the left-hand side of the folder are temporary records such as: outside employment requests; debt correspondence; letters of warning, reprimand and admonishment; and similar records which may lead to a formal action but do not constitute an official record of the employee's service.</p> <p>Retain in Dept: Three years, then destroy.</p>	
Y-12	<p><u>Stock Record File.</u></p> <p>Contains a separate PD 16 (Property Record Card) for each item of expendable property stocked by organizational elements in quantities in excess of a 30 day stock level.</p> <p>Retain in Dept: Three years or until after audit, whichever is sooner, then destroy.</p>	
Y-13	<p><u>Stock Locator File.</u></p> <p>Contains a separate PD 820 (Stock Locator Card) for each item of expendable property stocked by organizational elements in quantities in excess of a 30 day stock level.</p> <p>Retain in Dept: Until obsolete, then destroy.</p>	

ITEM NO.	DESCRIPTION OF RECORDS	RETEN. PERIOD
Y-14	<p><u>Records Transmittal and Receipt File.</u></p> <p>Contains completed copies of SF-135 and SF-135A.</p> <p>Retain in Dept: Until related records are destroyed or until no longer needed for reference purposes, then destroy.</p>	
Y-15	<p><u>Sick Leave Location Book.</u></p> <p>Contains information concerning notifications made to commanding officers in re the whereabouts of a member when he leaves his residence or other location while on sick leave.</p> <p>Retain in Dept: One year after last entry, then destroy.</p>	
Y-16	<p><u>Metrorail Police Pass Log Book.</u></p> <p>Contains records concerning the issuance and return of WMATA passes.</p> <p>Retain in Dept: One year after last entry, then destroy.</p>	
Y-17	<p><u>Court Parking Pass Log Book.</u></p> <p>Retain in Dept: One year after last entry, then destroy.</p>	
Y-18	<p><u>Telephone Control Log.</u></p> <p>Contains PD 764 concerning information in support of authorized long distance and WATS calls.</p> <p>Retain in Dept: Three years or until after audit, whichever is sooner, then destroy.</p>	
Y-19	<p><u>Official Publications Receipt File.</u></p> <p>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: Three years, then destroy.</p>	

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ITEM NO.	DESCRIPTION OF RECORDS	RETEN. PERIOD
Y-20	<p><u>Prompt Payment and Collection File.</u></p> <p>Contains receipts and back-up concerning deposits with the DC Treasurer. (PD 196, 196A)</p> <p>Retain in Dept: Three years or until after audit whichever is sooner, then destroy.</p>	
Y-21	<p><u>Payer's Log Book.</u></p> <p>Contains a record of all monies collected for deposit with the DC Treasurer.</p> <p>Retain in Dept: Three years after last entry or until after audit, whichever is sooner, then destroy.</p>	
Y-22	<p><u>Tour of Duty Supervisor's Report File.</u></p> <p>Contains records concerning reports of unusual or serious incidents occurring during the tour of duty. (PD 150)</p> <p>Retain in Dept: One year, then destroy.</p>	
Y-23	<p><u>Unit Adverse Action Files (Police and Civilian).</u></p> <p>Contains records such as notices of proposed actions, investigative reports, statements of witnesses, transcripts and other pertinent documents created in reviewing adverse actions.</p> <p>Retain in Dept: Three years after final appeal, then destroy.</p>	