



SPECIAL ORDER



SUBJECT: Records Disposition and Retention Schedule Number 2J 2nd Edition	SERIES	NUMBER	EFFECTIVE DATE
	79	80	October 1, 1979
	DISTRIBUTION		
	C		
	ORIGINATING UNIT		
PDD			EXPIRATION DATE
			*

Attached is a copy of Records Disposition and Retention Schedule Number 2J, 2nd Edition dated October 1979.

Commanders and directors shall assure that a copy of this schedule is delivered to the element's Records Disposition Officer. The Records Disposition Officer shall consult the schedule at least once yearly, in January, and arrange for the destruction or transfer to the Washington National Records Center of all record material that has met or exceeded its disposal date.

Record material not listed in the Records Disposition and Retention Schedule may not be transferred to the Washington National Records Center nor may it be destroyed without the prior written approval of the Director, Planning and Development Division.

Non-record material housed in transitory files shall be retained for a minimum of 90 days and then destroyed as soon as its current need has been satisfied.

Requests for the addition or deletion of record material from the Records Disposition and Retention Schedule shall be made in writing, through channels, to the Director, Planning and Development Division.

Instructions and procedures for effecting the transfer or destruction of department records and files are contained in General Order 205.3. Questions shall be directed to the Records Management Officer, Planning and Development Division on extension 74368 or the Federal Records Clerk, Identification and Records Division on extension 74432.

*This special order rescinds Special Order 78-65 and shall remain in effect until rescinded. Records Disposition and Retention Schedule Number 2J, 2nd Edition dated October 1979 rescinds Records Disposition and Retention Schedule Number 2J dated October 1978 and shall remain in effect until replaced.

Burtell M. Jefferson
Burtell M. Jefferson
Chief of Police

Attachment

BMJ:KCH:jgb

*retention minus up to each file =
remaining retention*

**METROPOLITAN POLICE DEPARTMENT HANDBOOK
PAPERWORK MANAGEMENT PROGRAM**

RECORDS DISPOSITION AND RETENTION SCHEDULE

**Number 2-J
October, 1979
FY-80**

**Government of the District of Columbia
Metropolitan Police Department
Washington, D.C.**

2nd Edition



TABLE OF CONTENTS

Preface.....	i
Instructions	v
Authority	1
Office of the Chief of Police	2
Administrative Services Bureau	3
Office of the General Counsel	4
Office of Finance and Management.....	5
Districts.....	7
Criminal Investigations Division.....	15
Youth Division.....	17
Traffic and Special Operations Division	18
Disciplinary Review Division	22
Community Relations Division	23
Planning and Development Division.....	25
Police and Fire Clinic Division.....	30
Labor Relations Division	32
Training Division.....	33
Personnel Division	35
Community Relations Division	40
Fleet Management Division.....	42
Property Division	44
Identification and Records Division.....	48
Internal Affairs Division	54
Field Inspections Division	55
Morals Division	56
Investigative Services Division.....	58
Data Processing Division.....	60
GENERAL RECORDS-CRIMINAL	66
GENERAL RECORDS-ADMINISTRATIVE	67

PREFACE

1. Record Material.

This Records Disposition and Retention Schedule lists the primary files of the department containing what we consider to be our official record copy, i.e., all books, papers, maps, photographs, or other documentary material, regardless of physical form or characteristics, made or received by any component of the Government of the District of Columbia, pursuant to law or in connection with the transaction of public business and preserved or appropriate for preservation by that component or its legitimate successor as evidence of the organization, functions, policies, decisions, procedures, operations or other activities of the Government of the District of Columbia or because of the informational nature of the data contained therein.

The primary files contained in this schedule are generally listed under the name of the organizational element maintaining the official record copy or, in cases where the primary files are decentralized and maintained by more than one element, the file is listed under the category General Records Administrative, e.g., item Y-04 (Time and Attendance Files) or the category General Records - Criminal, e.g., item X-02 (Property Books).

2. Non-Record Material.

This Records Disposition and Retention Schedule does NOT list the secondary files of the department containing what we consider to be non-record material such as extra copies of documents preserved for convenience, stocks of processed documents, preliminary worksheets, duplicate files, temporary files and similar papers that need not be made a matter of record.

To the maximum extent possible, material not required for record purposes shall be disposed of. In cases where transitory files of such material are established and maintained in filing equipment such files shall be maintained for a minimum of 90 days and then destroyed just as soon as their current need has been satisfied.

3. On-Site Audit Records.

On-site audit records are fiscal record material created by the department and retained in department space for General Accounting Office auditors, Office of the Inspector General auditors and other Federal, District or private audit organizations.

Under on-site audit regulations, vouchers, contracts, schedules, statements of transactions and accountability, records supporting department expenditures made in connection with Federal grant programs where matching funds are required and other related supporting documents must be retained by the department for a sufficient period of time to allow for audit or until concurrence for their destruction is requested and received from the Office of the Inspector General.

4. Permanent Records.

Permanent records are record material considered so valuable or unique in documenting the history of the department or for other reasons that they must be preserved permanently.

Department records may not be listed in this schedule as having a permanent retention without the concurrence of the National Archives and Records Service, GSA.

Records assigned a permanent retention without prior written approval of the National Archives and Records Service are considered unscheduled records and will not be accepted by the Washington National Records Center for storage.

Organizational elements having records on hand which they believe should be preserved permanently shall submit their requests with complete justification, through channels, to the Director, Planning and Development Division.

Records not listed in this schedule shall not be destroyed or otherwise disposed of without prior written approval from the Director, Planning and Development Division.

5. Personal Papers.

- a. Federal Property Management Regulation 101-11.202-2(d) provides a legal definition of personal papers and prescribes standards for their maintenance-

Papers of a private or nonofficial character which pertain only to an individual's personal affairs that are kept in the office of a District official will be clearly designated by him as nonofficial and will at all times be filed separately from official records of his office. In cases where matters requiring the transaction of official business are received in private personal correspondence, the portion of such correspondence that pertains to official business will be extracted and made a part of the official files.

- b. The definition of official record involves material made or received either in pursuance of Federal law or in connection with the transaction of public business. The definition of personal papers covers material pertaining solely to an individual's private affairs. In other words, correspondence designated "personal," "confidential," or "private," etc., but relevant to the conduct of public business, is nonetheless an official record subject to the provisions of Federal law pertinent to the maintenance and disposal of such records. Official records are public records and belong to the office rather than to the officer.

- c. The legal definition of records (44 USC 3301) specifically excludes "extra copies of documents preserved only for convenience of reference." Such extra copies of documents are commonly regarded as nonrecord materials and are disposable without reference to the requirements of chapter 33, Title 44, USC. A Government official may accumulate for convenience of reference extra copies of papers and other materials which he has drafted, reviewed, or otherwise acted upon. When deposited in a research institution, extra copies can serve the needs of historical scholarship. Government officials may be permitted to retain these extra copies, provided that such retention would not (1) diminish the official records of the agency; (2) violate confidentiality required by national security, privacy, or other interests protected by law; or (3) exceed normal administrative economies.
- d. Federal law (44 USC 3105) requires heads of Federal agencies to establish safeguards against the removal or loss of Federal records. Such safeguards include notifying agency officials that (1) the alienation and destruction of records in agency custody is governed by specific provisions of chapter 33, Title 44, USC, and (2) criminal penalties are provided for the unlawful removal or destruction of Federal records (18 USC 2071) and for the unlawful disclosure of certain information pertaining to national security (18 USC 793, 794 and 798).
- e. Federal law (44 USC 3106) requires heads of Federal agencies to notify the Administrator of General Services of any actual or threatened unlawful removal or destruction of records in their custody. In the case of District Government records, agency heads should notify the D.C. Corporation Counsel in instances of this nature. When needed, the Archivist of the United States will assist the Corporation Council in initiating action through the Attorney General for the recovery of records unlawfully removed.

6. Additions or Deletions

Requests for additions or deletions of record material from this schedule shall be directed, in writing, to the Director, Planning and Development Division.

When recommending retention periods elements shall bear in mind that the Washington National Records Center will accept any record offered by our department provided that (1) the records have a retention period of more than 2 years remaining at the time of transfer and (2) transportation and agency preparation costs are not in excess of the resulting space and file equipment savings.

7. References

General Order 205.3, as amended.

General Records Schedules 1-22, as amended.

D.C. Official Records Retention and Disposal Schedule No. 40,
Parts I and II, as amended.

INSTRUCTIONS

1. Identifying a Records Series.

A group of records is called a records series and it consists of records having the same disposal authority (the same item number in this schedule) and the same disposal date.

The department maintains the following three (3) types of records series:

- a. Calendar Year Records Series consisting of records maintained by calendar year. Each calendar year records series consists of records having the same item number in this schedule dated from 01/01/— to 12/31/— .
- b. Fiscal Year Records Series consisting of records maintained by fiscal year. Each fiscal year records series consists of records having the same item number in this schedule dated from 10/1/— to 9/30/—.
- c. Bound Books and Logs consisting of records having the same item number in this schedule maintained for a stipulated length of time after the last entry in the book.

2. Determining Disposal Dates.

Disposal dates are computed as follows:

	Record Year
+	In-House Retention
+	FRC Retention

= Disposal Date

Example: Using item D-21 in RCS 2J, a calendar year records series dated from 01/01/74 to 12/31/74 would be disposed of as follows:

	12/31/74 (Record Year)
+	1 year (In-House Retention)
+	4 years (FRC Retention)

= 12/31/79 (Disposal Date)

NOTE: The records center will not accept records for storage with less than two (2) years of storage time remaining before destruction. If the organizational element has not shipped its records on a timely basis and less than two (2) years of storage time remain before destruction, the records may not be shipped to the records center. They must be maintained at the organizational element for the remainder of their retention period after which they may be destroyed.

(DO NOT FILL IN)

PAGE

1

OF 69

GOVERNMENT OF THE DISTRICT OF COLUMBIA
RECORDS RETENTION SCHEDULE

SCHEDULE NO 2J	AMENDMENT NO 3 AUG 0 2 1979
--------------------------	---

INSTRUCTIONS:

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

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

AUTHORITY:

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

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

BRIEF TITLE OF RECORDS COVERED BY THIS SCHEDULE.

Metropolitan Police Department General and Special Files

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

CONCURRENCES AND APPROVAL

FOR THE CUSTODIANS OF THE RECORDS:
(SIGNATURES, TITLES AND DATES)

Burtell M. Jefferson
Burtell M. Jefferson
Chief of Police

AUG 0 2 1979

FOR THE OFC. OF THE INSPECTOR GENERAL

David L. Lipp
SIGNATURE OF THE DIRECTOR

DATE

9/5/79

FOR THE GENERAL COUNSEL - MPDC

Vernon L. Gill
SIGNATURE OF THE GENERAL COUNSEL

DATE

AUG 0 2 1979

FOR THE ASS'T. DIRECTOR OF MATERIEL MG.

Ernest R. Bennett
SIGNATURE OF THE ASS'T. DIRECTOR

DATE

9/18/79

(DO NOT FILL IN)

SCHEDULE NO.	AMENDMENT NO.
2J	

PAGE

2

OF 69

ITEM NO.	DESCRIPTION OF RECORDS	RETEN. PERIOD
	OFFICE OF THE CHIEF OF POLICE	
A-01	<u>Mail Control Record File.</u> Control card file containing information concerning the routing of mail and other documents processed through the Office of the Chief of Police. (PD 89) Retain in Dept: 3 years, then destroy.	
A-02	<u>Confidential Statement of Employment and Financial Interests File.</u> 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) Retain in Dept: Until updated by employee or until employee leaves the department, then destroy.	
A-03	<u>Confidential Fund Control Book.</u> Retain in Dept: 3 years after last entry, then destroy.	

(DO NOT FILL IN)

SCHEDULE NO.	AMENDMENT NO.
2J	3
	AUG 02 1979

PAGE

5

OF 69

ITEM NO.	DESCRIPTION OF RECORDS	RETEN. PERIOD
	OFFICE OF FINANCE AND MANAGEMENT	
C-01	<u>Records Supporting Expenditures of Operating Funds.</u> Retain in Dept: 3 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: 3 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: 3 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: 2 years plus current, then destroy.	
C-05	<u>Active Sworn Members Salary History File.</u> Contains the salary history of all active sworn members. (PD Form 299) Retain in Dept: Until member is separated then transfer to C-06 or C-07, as applicable.	
C-06	<u>Separated Sworn Members Salary History File.</u> Retain in Dept: 18 years after separation of member, then destroy.	
C-07	<u>Deceased Sworn Members Salary History File.</u> Retain in Dept: 5 years after death of member, then destroy.	
C-08	<u>Budget Estimates and Justifications File.</u> Contains copies of budget estimates and justifications prepared by the department. Retain in Dept: 25 years after close of fiscal year.	Retain in FRC:..... 25 years

(DO NOT FILL IN)

SCHEDULE NO.

2J

AMENDMENT NO.

3

AUG 0 2 1979

PAGE

6

OF 69

ITEM NO.	DESCRIPTION OF RECORDS	RETEN. PERIOD
C-09	<u>Budget Working Papers.</u> Retain in Dept: 5 years after close of fiscal year covered by papers, then destroy.	
C-10	<u>Budget Reports File.</u> Contains periodic reports on the status of appropriation accounts and apportionment. Retain in Dept: 1 year after close of fiscal year covered by papers, then destroy.	
C-11	<u>Report of Court Attendance File.</u> Contains records concerning witness fees turned in by members of the department. Retain in Dept: 3 years or until after audit, whichever is sooner, then destroy.	

ITEM NO.	DESCRIPTION OF RECORDS	RETEN. PERIOD
	DISTRICTS	
D-01	<u>Incidental Book.</u> Retain in Dept: 2 years after last entry, then destroy.	
D-02	<u>Warrant Book.</u> Retain in Dept: 1 year after last entry, then destroy.	
D-03	<u>Complaint Number Book.</u> Retain in Dept: 1 year after last entry, then destroy.	
D-04	RESERVED	
D-05	<u>Portable Radio Log Book.</u> Retain in Dept: 1 year after last entry, then destroy.	
D-06	<u>Bicycle Registration Log Book.</u> Retain in Dept: 1 year after last entry, then destroy.	
D-07	<u>Sign Book.</u> Contains requests for No Parking Signs. Retain in Dept: 1 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: 1 year after last entry, then destroy.	
D-09	<u>Detail Book.</u> Retain in Dept: 1 year after last entry, then destroy.	
D-10	<u>Detox Log Book.</u> Contains records concerning persons transported to the Detoxification Center. Maintained at the Detoxification Center as a police record. Retain in Dept: 1 year after last entry, then destroy.	

(DO NOT FILL IN)

SCHEDULE NO.

2J

AMENDMENT NO.

PAGE

8

OF 69

ITEM NO.	DESCRIPTION OF RECORDS	RETEN. PERIOD
D-11	<u>Summons Control Log Book.</u> Contains PD 208 listing the summonses issued and served on members of the department. Retain in Dept: 1 year after last entry then destroy.	
D-12	RESERVED	
D-13	<u>Court Case Jacket File.</u> Contains criminal and traffic court case jackets. Retain in Dept: 5 years, then destroy.	
D-14	<u>Business Emergency Notification File.</u> Contains PD 726 listing names of persons to be notified in cases of emergencies occurring at business places. Retain in Dept: Until updated or until obsolete, then destroy.	
D-15	<u>Citation Release File.</u> 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. Retain in Dept: 2 years, then destroy.	
D-16	<u>Investigative Progress File.</u> Contains copies of investigator's progress reports. Retain in Dept: 3 years, then destroy.	
D-17	<u>Collateral Receipt Log Book.</u> Retain in Dept: 3 years or until after audit, whichever is sooner, then destroy.	
D-18	<u>Collateral List File.</u> 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. Retain in Dept: 3 years or until after audit, whichever is sooner, then destroy.	

(DO NOT FILL IN)

PAGE

SCHEDULE NO.

AMENDMENT NO.

2J

9

OF 69

ITEM NO.	DESCRIPTION OF RECORDS	RETEN. PERIOD
D-19	<p><u>NOI Transmittal File.</u> Contains copies of PD 237 (NOI Transmittals), and copies of requests to cancel NOIs issued by MPD personnel. (PD11)</p> <p>Retain in Dept: 3 years or until after audit, whichever is sooner, then destroy.</p>	
D-20	<p><u>Organizational Vehicle File - Part I.</u> 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> 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: 1 year Retain in FRC:.....</p>	4 years
D-22	<p><u>Reciprocity Citation File.</u> Contains PD 61B, citation to out-of-state motorists requiring them to appear at the Bureau of Motor Vehicle Services, DOT.</p> <p>Retain in Dept: 1 year after case closed, then destroy.</p>	
D-23	<p><u>Stop or Contact Report File.</u> 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: 3 years, then destroy.</p>	
D-24	<p><u>24 Hour Crime Report.</u> Contains crime reports for the preceding twenty-four hours. (P, 93)</p> <p>Retain in Dept: 6 months, then destroy.</p>	
D-25	<p><u>Roll Call Training Record File.</u> Contains individual records concerning in-service training received by members of the department. (PD 103)</p> <p>Retain in Dept: 1 year after last entry, then destroy.</p>	

(DO NOT FILL IN)

PAGE

SCHEDULE NO.

AMENDMENT NO.

10

2J

OF 69

ITEM NO.	DESCRIPTION OF RECORDS	RETEN. PERIOD
D-26	<u>Report of Violations of the Traffic Regulations by Operators of DC or US Government Vehicle File.</u> Contains reports to other government agencies concerning traffic violations by their employees. (PD 101) Retain in Dept: 1 year, then destroy.	
D-27	<u>Outside Agency Report File.</u> Contains copies of reports forwarded to outside agencies concerning lights out, defects on public space, etc. (PD 107) Retain in Dept: 1 year, then destroy.	
D-28	<u>Patrol Officer's Individual Activity Record File.</u> Contains individual activity records for members engaged in patrol activities. (PD 346) Retain in Dept: 3 years after last entry, then destroy.	
D-29	<u>K-9 Statistical Evaluation Report.</u> Contains K-9 statistical evaluation reports. (PD 222) Retain in Dept: 1 year, then destroy.	
D-30	<u>Crime Scene Search File.</u> Contains PD 668 (Evidence Report) and PD 668A (Continuation Report). Retain in Dept: 5 years, then destroy.	
D-31	<u>Crime Scene Search Book.</u> Retain in Dept: 1 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: 3 fiscal years or until after audit, whichever is sooner, then destroy.	

(DO NOT FILL IN)

PAGE

SCHEDULE NO.

AMENDMENT NO.

2J

11

OF 69

ITEM NO.	DESCRIPTION OF RECORDS	RETEN. PERIOD
D-34	<u>Abandoned Vehicle File.</u> Contains copies of PD 783 (Warning Notice). Retain in Dept: 1 year, then destroy.	
D-35	<u>District Control Number Log Book.</u> Contains District Control Number information concerning arrestees who were processed for fingerprints and photographs at the districts. Retain in Dept: 1 year after last entry, then destroy.	
D-36	<u>Violation Citation File.</u> Contains copies of PD 61D issued to violators of the DC Rules and Regulations. Retain in Dept: 1 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: 1 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: 1 year after last entry, then destroy.	
D-39	<u>Breathalyzer Maintenance Log.</u> Contains information concerning the maintenance on each breathalyzer in the district Retain in Dept: 1 year after the instrument is surveyed. Retain in FRC:.....	4 years
D-40	<u>Breathalyzer Test Log.</u> Contains information on the tests run on each breathalyzer. Retain in Dept: 1 year after the disposition of the case concerning the last entry. Retain in FRC:.....	5 years
D-41	<u>Breathalyzer Simulation Test File.</u> Contains PD 805 used in breathalyzer simulation tests. Retain in Dept: 3 years, then destroy.	

(DO NOT FILL IN)

SCHEDULE NO.	AMENDMENT NO.
2J	3
	AUG 02 1979

PAGE

12

OF 69

ITEM NO.	DESCRIPTION OF RECORDS	RETEN. PERIOD
D-42	<p><u>Operation I.D. File.</u> Contains PD 368, Burglary Check-off Sheets and other pertinent information concerning Operation I.D.</p> <p>Retain in Dept: 3 years, then destroy.</p>	
D-43	<p><u>Radar Enforcement Records File.</u> Contains reports concerning radar enforcement (PD 715).</p> <p>Retain in Dept: 3 years, then destroy.</p>	
D-44	<p><u>NOI Cancellation File.</u> 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: 1 year, then destroy.</p>	
D-45	<p><u>Potentially Discoverable Material File.</u> 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: 3 years, then destroy.</p>	
D-46	<p><u>Vice Street Address File.</u> Contains records concerning premises suspected or known to be in violation of the vice laws to include PD 68 and copies of all reports of incidents concerning the premises or persons suspected in connection with the premises.</p> <p>Retain in Dept: 5 years after case closed, then destroy.</p>	
D-47	<p><u>Cross-Index Vice File.</u> 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 complaints.</p> <p>Retain in Dept: 10 years, then destroy.</p>	

(DO NOT FILL IN)

PAGE

SCHEDULE NO.

AMENDMENT NO.

2J

3

13

AUG 02 1979

OF 69

ITEM NO.	DESCRIPTION OF RECORDS	RETEN. PERIOD
D-48	<p><u>Photographic Processing Request File.</u> Contains PD 413 and related photographs.</p> <p>Retain in Dept: Evidence Requests - 1 year after final disposition of case, then destroy. Non-evidence Requests - 1 year, then destroy.</p>	
D-49	<p><u>Visitor Parking Permit File.</u> Contains applications for visitor's parking permits filed by the street address of the applicant.</p> <p>Retain in Dept: 6 months, then destroy.</p>	
D-50	<p><u>Visitor Parking Permit Log.</u> Contains information concerning the permit control number, date, name and address of applicants for visitor's parking permits.</p> <p>Retain in Dept: 1 year after last entry, then destroy.</p>	
D-51	<p><u>Gasoline and Oil Summary File.</u> Contains PD 131 documenting all gasoline and oil transactions at the element.</p> <p>Retain in Dept: 6 months, then destroy.</p>	
D-52	<p><u>Special Attention Log Book.</u> 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> Contains inactive PD 658s.</p> <p>Retain in Dept: 1 year, then destroy.</p>	

(DO NOT FILL IN)

PAGE

14

SCHEDULE NO.

AMENDMENT NO.

2J

OF 69

ITEM NO.	DESCRIPTION OF RECORDS	RETEN. PERIOD

(DO NOT FILL IN)

PAGE

SCHEDULE NO.

AMENDMENT NO.

2J

15

OF 69

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: 2 years, then destroy.	
E-02	<u>Stolen Automobile Book.</u> Retain in Dept: 5 years Retain in FRC	5 years
E-03	<u>Repossessed Automobile Book.</u> Retain in Dept: 2 years from date of last entry, then destroy.	
E-04	<u>Court Case Jacket File.</u> Retain in Dept: 5 years, then destroy.	
E-05	<u>Check and Fraud Case File.</u> Contains investigative reports of check and fraud cases. Retain in Dept: 5 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: 3 years Retain in FRC:.....	7 years
E-07	<u>Closed Homicide Case Jackets.</u> Contains investigative reports concerning closed homicide cases. Retain in Dept: 5 years after disposition of case. Retain in FRC...	20 years
E-08	<u>Open Homicide Case Jackets.</u> Contains investigative reports concerning open homicide cases. Retain in Dept: 8 years after investigation suspended. Retain in FRC:.....	40 years
E-09	<u>Line-up Case File.</u> Contains information concerning police line-ups. Retain in Dept: 3 years Retain in FRC:.....	7 years

(DO NOT FILL IN)

PAGE

SCHEDULE NO.

AMENDMENT NO.

2J

16

OF 69

ITEM NO.	DESCRIPTION OF RECORDS	RETEN. PERIOD
E-10	<u>Burglary and Pawn Case File.</u> Contains investigative reports concerning burglary and pawn cases. Retain in Dept: 3 years Retain in FRC:.....	7 years
E-11	<u>Robbery Case File.</u> Contains investigative reports concerning robbery cases. Retain in Dept: 2 years Retain in FRC:.....	7 years
E-12	<u>Fugitive Case File.</u> Contains investigative reports concerning fugitive cases. Retain in Dept: 3 years, then destroy.	
E-13	<u>Sex Offense Case File.</u> Contains investigative reports concerning sex offense cases. Retain in Dept: 5 years Retain in FRC:.....	10 years

(DO NOT FILL IN)

PAGE

SCHEDULE NO.

AMENDMENT NO.

17

2J

3

AUG 02 1979

OF 69

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: 5 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: 3 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: 3 years or until after audit, whichever is sooner, then destroy.	

(DO NOT FILL IN)

PAGE

SCHEDULE NO.

AMENDMENT NO.

2J

18

OF 69

ITEM NO.	DESCRIPTION OF RECORDS	RETEN. PERIOD
	TRAFFIC AND SPECIAL OPERATIONS DIVISION	
G-01	<u>Immobilization Notice File.</u> Contains immobilization notices and other information concerning citizens who have had their automobiles immobilized due to outstanding traffic fines. Retain in Dept: 1 year, then destroy.	
G-02	<u>Helicopter Part and Accessories Card File.</u> Contains records concerning parts and accessories used to repair helicopters. Retain in Dept: Until helicopter surveyed, then destroy.	
G-03	<u>Helicopter Repair Order File.</u> Contains requests to repair individual helicopters. Retain in Dept: 1 year, then destroy.	
G-04	<u>Special Flight, Off Base Landing and Out of Jurisdiction Report File.</u> Contains records concerning special flights, off base landings, etc. Retain in Dept: 1 year, then destroy.	
G-05	<u>Vessel Safety Inspection Report File.</u> Contains PD Form 329 and other pertinent reports concerning vessel safety inspections. Retain in Dept: 3 years from date of issue, then destroy.	
G-06	<u>Applications for Issue and Renewal of Boat Number File.</u> Contains PD Form 330, PD Form 330A and other pertinent documents concerning Certificates of Number. Retain in Dept: Until vessel destroyed, then destroy.	
G-07	<u>Application for Duplicate Registration Card and Validation Sticker File.</u> Contains PD Form 332 and other pertinent documents concerning applications for the issue of duplicate registration cards and validation stickers. Retain in Dept: Until vessel destroyed, then destroy.	
G-08	<u>Notifications of Change in Status of Vessel File.</u> Contains PD Form 333 and other pertinent documents concerning notifications concerning the change in status of any registered vessel. Retain in Dept: Until vessel destroyed, then destroy.	

(DO NOT FILL IN)

SCHEDULE NO.

2J

AMENDMENT NO.

PAGE

19

OF 69

ITEM NO.	DESCRIPTION OF RECORDS	RETEN. PERIOD
G-09	<u>Boating Accident Report File.</u> Contains PD Form 335 and other pertinent documents concerning boating accidents. Retain in Dept: 5 years, then destroy.	
G-10	<u>Firearms Training Record File.</u> Contains PD Form 793 concerning the firearms training received by officers who are members of CDU. Retain in Dept: Until information has been transferred to the Firearms Training Ledger, then destroy.	
G-11	<u>Firearms Training Record Ledger.</u> Contains the firearms training record of members of the department who belong to CDU. Retain in Dept: 3 years after last entry, then destroy.	
G-12	<u>Civil Disturbance Unit Inventory Control Card File.</u> Contains PD Form 416 concerning the status of Civil Disturbance Unit equipment, including firearms. Retain in Dept: 3 years after deletion of item from inventory, or until after audit, whichever is sooner, then destroy.	
G-13	RESERVED	
G-14	<u>Video-Tape Log Book.</u> Contains a record of video-tapes taken in DUI cases. Retain in Dept: 3 years Retain in FRC:.....	5 years
G-15	<u>Traffic Investigative Case File.</u> 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) Retain in Dept: 3 years after disposition of case. Retain in FRC:.....	7 years
G-16	<u>Traffic School Attendance Information File.</u> Contains information concerning Traffic School attendees. (PD 200) Retain in Dept: 3 years, then destroy.	
G-17	<u>Radar Enforcement Record File.</u> Contains reports concerning radar enforcement. (PD 715) Retain in Dept: 1 year, then destroy.	

(DO NOT FILL IN)

SCHEDULE NO. 2J	AMENDMENT NO.
--------------------	---------------

PAGE

20

OF 69

ITEM NO.	DESCRIPTION OF RECORDS	RETEN. PERIOD
G-18	RESERVED	
G-19	Report of <u>DUI Cases</u> . Contains reports concerning DUI cases and Implied Consent Cases handled by the department. (PD 35) Retain in Dept: 3 years, then destroy.	
G-20	<u>PD 344A File</u> . Contains records of traffic accident fatalities. Retain in Dept: 25 years, then destroy.	
G-21	<u>Accident Photograph File</u> . Contains photographs of accidents investigated by the Traffic Branch. Retain in Dept: 3 years after disposition of case. Retain in FRC:....	7 years
G-22	<u>Breathalyzer Maintenance Log</u> . Contains information concerning the maintenance on each breathalyzer. Retain in Dept: 1 year after the instrument is surveyed. Retain in FRC:.....	4 years
G-23	<u>Breathalyzer Test Log</u> . Contains information on the tests run on each breathalyzer. Retain in Dept: 1 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) Retain in FRC:.....	5 years
G-24	<u>Breathalyzer Simulation Test File</u> . Contains PD 805 used in breathalyzer simulation tests. Retain in Dept: 3 years, then destroy.	
G-25	<u>NOI Transmittal File</u> . Contains copies of PD 237 (NOI Transmittals), and applicable PD 11s requesting cancellation of NOIs issued by MPD personnel. Retain in Dept: 3 years or until after audit, whichever is sooner, then destroy.	

(DO NOT FILL IN)

PAGE

21

SCHEDULE NO.

2J

AMENDMENT NO.

3

AUG 0 2 1979

OF 69

ITEM NO.	DESCRIPTION OF RECORDS	RETEN. PERIOD
G-26	<p><u>NOI Cancellation File.</u> 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: 1 year, then destroy.</p>	
G-27	<p><u>Notice of Registration Requirement File.</u> Contains records concerning unoccupied vessels tied in slips in violation of boat registration regulations. (PD 328)</p> <p>Retain in Dept: 2 years or upon compliance, whichever is sooner, then destroy.</p>	

(DO NOT FILL IN)

SCHEDULE NO. 2J	AMENDMENT NO. 1 MAR 11 1979
--------------------	-----------------------------------

PAGE

22

OF 69

ITEM NO.	DESCRIPTION OF RECORDS	RETEN. PERIOD
	DISCIPLINARY REVIEW DIVISION	
H-01	<u>Trial Board Docket Book.</u> Retain in Dept: 25 years Retain in FRC:.....	75 years
H-02	<u>Disciplinary Review Hearing Docket Book.</u> Retain in Dept: 25 years Retain in FRC:.....	75 years
H-03	<u>Trial Board Hearing File.</u> Contains trial board case files and transcripts. Retain in Dept: 3 year 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 in Dept: 3 year after case closed Retain in FRC:.....	27 years

(DO NOT FILL IN)

PAGE

SCHEDULE NO.

AMENDMENT NO.

23

2J

OF 69

ITEM NO.	DESCRIPTION OF RECORDS	RETEN. PERIOD
	COMMUNITY RELATIONS DIVISION	
I-01	<u>Police Community Relations Contact File.</u> Contains data from the various elements of the department concerning their police-community relations contacts. (PD 326) Retain in Dept: 2 years plus current, then destroy.	15 years
I-02	<u>Officer Friendly File.</u> Contains information concerning the Officer Friendly Program. Retain in Dept: 5 years Retain in FRC:.....	
I-03	<u>Active Community Relations Projects File.</u> Contains an alphabetical file on the active community relations projects and meetings handled by the division. Retain in Dept: Until inactive, then transfer to I-04.	
I-04	<u>Inactive Community Relations Projects File.</u> Contains an alphabetical file on the inactive community relations projects and meetings handled by the division. Retain in Dept: 5 years Retain in FRC:.....	15 years
I-05	<u>Speaker's Bureau File.</u> Contains information concerning requests for speakers. (PD 842) Retain in Dept: 2 years plus current, then destroy.	
I-06	<u>Press Pass Application File.</u> Contains information concerning applications for press passes by name of organization. Retain in Dept: Until inactive. Retain in FRC:.....	30 years
I-07	<u>Press Pass Name Index File.</u> Contains information concerning individual press pass holders. Retain in Dept: Until inactive. Retain in FRC:.....	30 years
I-08	<u>Media File.</u> Contains information concerning Media Projects such as Tell It To The Chief, Hot Line Releases, Press Releases, etc. Retain in Dept: 5 years, then destroy.	

(DO NOT FILL IN)

SCHEDULE NO.

2J

AMENDMENT NO.

PAGE

24

OF 69

ITEM NO.	DESCRIPTION OF RECORDS	RETEN. PERIOD
I-09	<p><u>Metro-Intercom File.</u> Contains information concerning the history and reference material used for articles appearing in the Metro-Intercom.</p> <p>Retain in Dept: 10 years, then destroy.</p>	
I-10	<p><u>General Reference Information File.</u> Contains information concerning crime index offenses, annual report information and research material on the Boys and Girls Club, Operation I.D., etc.</p> <p>Retain in Dept: 5 years, then destroy.</p>	
I-11	<p><u>Sheet Music File.</u> 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> Contains public disclosure jackets pertaining to Freedom of Information Act requests and appeals.</p> <p>Retain in Dept: 5 years then destroy.</p>	
I-13	<p><u>Public Disclosure Log Book.</u> Contains summary information concerning Freedom of Information Act requests.</p> <p>Retain in Dept: 1 year after last entry, then destroy.</p>	
I-14	<p><u>Ride Along Control Log.</u> Contains ride-along control information.</p> <p>Retain in Dept: 1 year after last entry, then destroy.</p>	

ITEM NO.	DESCRIPTION OF RECORDS	RETEN. PERIOD
	PLANNING AND DEVELOPMENT DIVISION	
J-01	<u>General Order Master File.</u> Retain in Dept: 5 years Retain in FRC:.....	95 years
J-02	<u>Special Order Master File.</u> Retain in Dept: 5 years Retain in FRC:.....	95 years
J-03	<u>Circular Master File.</u> Retain in Dept: 5 years Retain in FRC:.....	95 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 insure 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 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, interagency agreements and case files on approved plans, policies, programs, projects and procedures. Retain in Dept: 5 years Retain in FRC:.....	95 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: 1 year, then destroy.	
J-06	<u>Morning Report File.</u> Contains copies of PD 135. Retain in Dept: Until after publication of the Annual Report, then destroy.	
J-07	<u>Records Files.</u> Contains correspondence concerning requests for expungement, Privacy Act inquiries, Freedom of Information Act inquiries and records availability inquiries. Retain in Dept: 5 years, then destroy.	

(DO NOT FILL IN)

SCHEDULE NO.

2J

AMENDMENT NO.

PAGE

26

OF 69

ITEM NO.	DESCRIPTION OF RECORDS	RETEN. PERIOD
J-08	<u>Prisoners Guarded at Hospital File.</u> Contains PD 312 and related documents. Retain in Dept: 1 year, then destroy.	
J-09	<u>24 Hour Crime Report File.</u> Contains copies of PD 93 prepared by the Criminal Investigations Division. Retain in Dept: 6 months, then destroy.	
J-10	<u>Complaints and Investigations File.</u> 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. Retain in Dept: 5 years, then destroy.	
J-11	<u>Forcible Entry File.</u> Contains PD 240 and related documents. Retain in Dept: 1 year, then destroy.	
J-12	<u>Spot Inspections File.</u> Contains documents related to spot inspections conducted by the Field Inspections Division. Retain in Dept: 5 years, then destroy.	
J-13	<u>Ride Along File.</u> Contains copies of PD 369, PD 370 and PD 371 concerning applications, authorizations and adult and juvenile waivers in re the ride along program. Retain in Dept: 5 years, then destroy.	
J-14	<u>Use of Force Files</u> Contains complaints and investigations concerning the use of the baton, blackjack, mace, tear gas and service revolver to include copies of PD 150A. Retain in Dept: 10 years, then destroy.	
J-15	<u>Licenses and Permits Files.</u> Contains applications and investigations concerning licenses and permits to include copies of PD 59, PD 59A, PD 59B, PD 339 and PD 340. Retain in Dept: 6 years, then destroy.	

ITEM NO.	DESCRIPTION OF RECORDS	RETEN. PERIOD
J-16	<u>Bomb Complaints File.</u> Retain in Dept: 10 years, then destroy.	
J-17	<u>ABC Board Notifications of Closings File.</u> Retain in Dept: 5 years, then destroy.	
J-18	<u>Arrests of Aliens File.</u> Retain in Dept: 6 years, then destroy.	
J-19	<u>Annual Report File.</u> Contains copies of the department's annual reports. Retain in Dept: 5 years Retain in FRC:.....	95 years
J-20	<u>Quarterly Report on the Integration of Two-Man Mobile Units and Foot Beats File.</u> Contains copies of PD 130 and related reports and documents. Retain in Dept: 2 years, then destroy.	
J-21	<u>Grants File.</u> Contains documents and records supporting expenditures of grant funds. Retain in Dept: 5 years after close of grant. Retain in FRC:.....	95 years
J-22	<u>Telephone Service File.</u> Contains records of telephone installations and service provided within the department. Retain in Dept: 3 years, then destroy.	
J-23	<u>Active Forms Control Files.</u> Contains the department's historical files in re active forms used throughout the department. Retain in Dept: Until inactive, then transfer to J-24.	
J-24	<u>Inactive Forms Control Files.</u> Contains the department's historical file in re inactive forms used throughout the department. Retain in Dept: Until reactivated, then transfer to J-23.	

(DO NOT FILL IN)

SCHEDULE NO.	AMENDMENT NO.
2J	3
	AUG 02 1979

PAGE

28

OF 69

ITEM NO.	DESCRIPTION OF RECORDS	RETEN. PERIOD
J-25	<u>Records Management File.</u> Contains reports, records and related documents concerning the department's records management function. Retain in Dept: 6 years, then destroy.	
J-26	<u>Police I. D. Folder Application File.</u> Contains copies of PD 821 and related documents. Retain in Dept: 5 years, then destroy.	
J-27	<u>Appeals Board File.</u> Contains records concerning all cases brought before the Appeals Board. Retain in Dept: Recordings - 1 year after case closed, then erase and reuse. Paper Records - 3 years after case closed, then destroy.	
J-28	<u>Unusual Occurrence Review Board File.</u> Contains reports concerning barricade and unusual incidents along with recommendations for updating and improving the handling of unusual occurrences. Retain in Dept: 3 years after final court disposition, then destroy.	

(DO NOT FILL IN)

PAGE

SCHEDULE NO.

AMENDMENT NO.

29

2J

OF 69

ITEM NO.	DESCRIPTION OF RECORDS	RETEN. PERIOD

(DO NOT FILL IN)

PAGE

SCHEDULE NO.

AMENDMENT NO.

2J

30

OF 69

ITEM NO.	DESCRIPTION OF RECORDS	RETEN. PERIOD
	POLICE AND FIRE CLINIC DIVISION	
K-01	<p><u>Official Medical File.</u> 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: 90 days after separation of member. Retain in FRC (Suitland):.....</p>	75 years (Authority: Title 5, USC 5102 (c) (5))
K-02	<p><u>Individual Retirement Case File.</u> Contains retirement case folders for sworn members of the department.</p> <p>Retain in Dept: Until case closed. Retain in FRC (Suitland):.....</p>	75 years (Authority: Title 5, USC 5102 (c) (5))
K-03	<p><u>Physician's Records of Daily Activities and Patient Care File.</u> Contains records concerning the physician's daily activities. (PD 303)</p> <p>Retain in Dept: 2 years, then destroy.</p>	
K-04	<p><u>Consolidated Record of Visits File.</u> Contains records concerning the number of visits to the clinic made by department personnel. (PD 304)</p> <p>Retain in Dept: 2 years, then destroy.</p>	
K-05	<p><u>Limited Duty Report.</u> Contains documents concerning assignments to limited duty positions. (PD 305)</p> <p>Retain in Dept: 1 year, then destroy.</p>	
K-06	<p><u>Laboratory Request File.</u> Contains records concerning requests for laboratory tests and other pertinent documents. (PD 306, 321)</p> <p>Retain in Dept: 1 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 Materiel Management for auction.</p>	

(DO NOT FILL IN)

PAGE

SCHEDULE NO.

AMENDMENT NO.

31

2J

3

OF 69

AUG 02 1979

ITEM NO.	DESCRIPTION OF RECORDS	RETEN. PERIOD
K-08	<p><u>Medical Information Release File.</u> 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>	

(DO NOT FILL IN)

SCHEDULE NO.

2J

AMENDMENT NO.

PAGE

32

OF 69

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> Contains waivers of union affiliation by members of the department. (PD 4)</p> <p>Retain in Dept: 1 year after expiration of contract that generated file, then destroy.</p>	
L-02	<p><u>Grievance/Complaint File.</u> Contains records concerning grievances and complaints filed by union members.</p> <p>Retain in Dept: 1 year after expiration of contract that generated file, then destroy.</p>	

(DO NOT FILL IN)

PAGE

SCHEDULE NO.

AMENDMENT NO.

33

2J

OF 69

ITEM NO.	DESCRIPTION OF RECORDS	RETEN. PERIOD
	TRAINING DIVISION	
M-01	<u>K-9 File.</u> Contains medical history records, reports of injury or illness, kennel cards, performance evaluations and other pertinent documents. Retain in Dept: Until dog retires, then destroy.	
M-02	<u>Dog Feed File.</u> Contains K-9 dog feed cards and related records. Retain in Dept: 2 years, then destroy.	
M-03	<u>K-9 Acceptance and Release File.</u> Contains records concerning the acquisition and retirement of the K-9's. Retain in Dept: 6 years after retirement of dog, then destroy.	
M-04	<u>Monthly Report of Unit Level In-Service Training Program File.</u> Contains records on PD 189 of the training given to members of the department at the unit level. Retain in Dept: 1 year, then destroy.	
M-05	<u>Firearms Training Master File.</u> Contains PD 226, 226A, 227 and 228 concerning an individual's firearms training. Retain in Dept: Until member is separated, then destroy.	
M-06	<u>Vehicle Skills File.</u> Contains copies of PD 338 concerning an individual's vehicle skills training. Retain in Dept: Until member is separated, then destroy.	
M-07	<u>Canine History Record.</u> Contains UN Form 613 concerning the record of the canine while assigned to the department. Retain in Dept: 6 years after dog is released from the department, then destroy.	
M-08	<u>Canine Handler History Record.</u> Contains UN Form 614 concerning the record of the canine handler while assigned to the canine. Retain in Dept: 2 years after handler leaves the canine, then destroy.	

(DO NOT FILL IN)

PAGE

SCHEDULE NO.

AMENDMENT NO.

34

2J

2

MAY 21 1979

OF 69

ITEM NO.	DESCRIPTION OF RECORDS	RETEN. PERIOD
M-09	<u>Recruit Officers Individual Academic Training File.</u> Contains dates, grades and subject matter studied by each recruit. Retain in Dept: 20 years after member is separated, then destroy.	
M-10	<u>Employee Training File.</u> Contains information concerning all training received by sworn and civilian members. Retain in Dept: 20 years after member is separated, then destroy.	

(DO NOT FILL IN)

PAGE

SCHEDULE NO.

AMENDMENT NO.

35

2J

3

AUG 0 2 1979

OF 69

ITEM NO.	DESCRIPTION OF RECORDS	RETEN. PERIOD
	PERSONNEL DIVISION	
N-01a	<p><u>Official Personnel Folder (Police).</u> 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. Retain in FRC (Suitland):.....</p>	75 years (Authority: Title 5, USC 5102 (c) (5))
N-01b	<p><u>Official Personnel Folder (Police).</u> Documents considered to be of temporary value, filed on the left-hand side of the folder:</p> <ol style="list-style-type: none"> Documents such as letters of reference, outside employment requests, reports of loss or damage to uniform or equipment. Retain in Dept: Until employee is transferred or separated, then destroy. Documents such as letters of reprimand, warning (including PD 750), and similar disciplinary documentation. Retain in Dept: 3 years, then destroy. 	
N-02a	<p><u>Official Personnel Folder (Civilian).</u> 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 pertinent records affecting the employee's status and service.</p> <p>Retain in Dept: 90 days after separation of employee. Retain in FRC (St. Louis):.....</p>	75 years
N-02b	<p><u>Official Personnel Folder (Civilian).</u> Documents considered to be of temporary value filed on the left-hand side of the folder:</p> <ol style="list-style-type: none"> Records such as letters of reference, debt correspondence and performance ratings. Retain in Dept: Until employee is transferred or separated, then destroy. 	

(DO NOT FILL IN)

SCHEDULE NO. 2J	AMENDMENT NO. 3 AUG 02 1979
--------------------	-----------------------------------

PAGE

36

OF 69

ITEM NO.	DESCRIPTION OF RECORDS	RETEN. PERIOD
	<p>2) Records such as letters of reprimand, warning, caution, admonishment, and similar disciplinary documentation.</p> <p>Retain in Dept: 3 years, then destroy.</p>	
N-03	<p><u>Merit Promotion File.</u> Contains records concerning personnel referred and selected for vacant positions. (PD 161, 162)</p> <p>Retain in Dept: 2 years, then destroy.</p>	
N-04	<p><u>Board of Review and Evaluation of Probationary Police Officers File.</u> Contains records concerning the evaluation of probationary police officers and recommendations made to the Chief of Police.</p> <p>Retain in Dept: 1 year after case closed, then destroy.</p>	
N-05	<p><u>Employee Service Record (Standard Form 7)</u> Contains information concerning an employee's service, i.e., personnel actions, position titles, salary, grade and organization.</p> <p>Retain in Dept: 3 years after transfer or separation of employee, then destroy.</p>	
N-06	<p><u>Chronological Journal Files.</u> Contains personnel action forms documenting initial employment, promotions, transfers, and changes in assignments.</p> <p>Retain in Dept: 2 years, then destroy.</p>	
N-07	<p><u>Civilian Identification Badge Information Card File.</u> Contains information concerning civilian identification badges issued to employees (PD Form 857).</p> <p>Retain in Dept: 1 year after separation of employee, then destroy.</p>	
N-08	<p><u>Report of Non-Pay Absences and Overtime Worked for Pay.</u> Contains records concerning employee overtime and non-pay absences (PD 267A).</p> <p>Retain in Dept: 3 years, then destroy.</p>	
N-09	<p><u>Active Position Description File.</u> Contains records concerning established positions, including titles, grades, series, duties and responsibilities.</p> <p>Retain in Dept: Until position is abolished or description is superseded, then transfer to Item N-10.</p>	

(DO NOT FILL IN)

SCHEDULE NO. 2J	AMENDMENT NO. 3 AUG 02 1979
--------------------	-----------------------------------

PAGE
37
OF 69

ITEM NO.	DESCRIPTION OF RECORDS	RETEN. PERIOD
N-10	<p><u>Inactive Position Description File.</u> Contains inactive position descriptions.</p> <p>Retain in Dept: 5 years after position is abolished or description is superseded, then destroy.</p>	
N-11	<p><u>Classification Report Files.</u> Contains reports prepared periodically concerning civilian strength, position titles and grades, vacancies, technician's pay, and other reports generated by classification surveys, audits, and evaluations.</p> <p>Retain in Dept: 3 years, then destroy.</p>	
N-12	<p><u>Uniformed Promotional Examination File.</u> Contains records generated in the promotional examination process such as suitability for promotion ratings, department directives and computer printouts.</p> <p>Retain in Dept: 3 years, then destroy.</p>	
N-13	<p><u>Promotional Examination Historical Files.</u> 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> Contains documents concerning employee indebtedness.</p> <p>Retain in Dept: 2 years, then destroy.</p>	
N-15	<p><u>Adverse Action Files.</u> 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: 4 years after final appeal, then destroy.</p>	
N-16	<p><u>Employee Award Files.</u> Contains documents such as recommendations for awards, 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: 2 years after approval/disapproval, then destroy.</p>	
N-17	<p><u>Employee Performance Rating Appeals Files.</u> Contains reports generated by employee appeals of performance ratings.</p> <p>Retain in Dept: 3 years after case is settled, then destroy.</p>	

(DO NOT FILL IN)

PAGE

SCHEDULE NO.

AMENDMENT NO.

38

2J

3

OF 69

AUG 02 1979

ITEM NO.	DESCRIPTION OF RECORDS	RETEN. PERIOD
N-18	<p><u>Employee Award Authorization Files.</u> Contains records pertaining to expenditures for certificates, frames and medals for presentation to employees.</p> <p>Retain in Dept: 3 years or until after audit, whichever is sooner, then destroy.</p>	
N-19	<p><u>Civilian Grievance Complaint Files.</u> Contains correspondence, memoranda, reports and other pertinent records generated in reviewing civilian grievances and complaints.</p> <p>Retain in Dept: 3 years after case is settled, then destroy.</p>	
N-20	<p><u>Special Assignment Position Job Description Files.</u> Contains job descriptions for all special assignment positions.</p> <p>Retain in Dept: 5 years after position description is abolished or superseded, then destroy.</p>	
N-21	<p><u>Certification Forms Files.</u> Contains documents accumulated in obtaining certification of employees by the Civil Service Commission.</p> <p>Retain in Dept: 3 years, then destroy.</p>	
N-22	<p><u>Application For Employment Log Book.</u></p> <p>Retain in Dept: 3 years after last entry, then destroy.</p>	
N-23	<p><u>Requests for Personnel Action Files.</u> Contains copies of SF-52 (Request for Personnel Action).</p> <p>Retain in Dept: 2 years, then destroy.</p>	
N-24	<p><u>Rejected Applicant Folders.</u> 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: 3 years, then destroy.</p>	
N-25	<p><u>Applicant History Card Files.</u> (PD Form 97) 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: 2 years after separation of employee, then destroy.</p>	

(DO NOT FILL IN)

SCHEDULE NO.

2J

AMENDMENT NO.

3

AUG 02 1979

PAGE

39

OF 69

ITEM NO.	DESCRIPTION OF RECORDS	RETEN. PERIOD
N-26	<u>Rejected Applicant's Physical Card Files.</u> Contains information concerning applicants for employment who were rejected as a result of a physical examination. Retain in Dept: 2 years, then destroy.	
N-27	<u>Applicants' Physical Examination Log Book.</u> Contains information concerning the results of physical examination of applicants for employment as police officers. Retain in Dept: 5 years after last entry. Retain in FRC:.....	10 years

(DO NOT FILL IN)

SCHEDULE NO. 2J	AMENDMENT NO.
--------------------	---------------

PAGE
40
OF 69

ITEM NO.	DESCRIPTION OF RECORDS	RETEN. PERIOD
	COMMUNICATIONS DIVISION	
0-01	<u>Impounded and Repossessed Auto Books.</u> Retain in Dept: 2 years, then destroy.	
0-02	<u>Radio Broadcast Magnetic Tape File.</u> Retain in Dept: 2 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	RESERVED	
0-05	<u>Interstate Teletype Message File.</u> Contains master copies of all interstate teletype messages. Retain in Dept: 2 years, then destroy.	
0-06	<u>Teletype Request File.</u> Contains PD 362 and related records concerning requests for teletype messages. Retain in Dept: 2 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: 1 year, then destroy.	
0-09	<u>Reposessed Auto Slip File.</u> Contains PD 619 with information concerning the repossession of autos. Retain in Dept: 1 year, then destroy.	

(DO NOT FILL IN)

PAGE

SCHEDULE NO.

AMENDMENT NO.

41

2J

OF 69

ITEM NO.	DESCRIPTION OF RECORDS	RETEN. PERIOD
0-10	<u>Local Teletype Message Page File.</u> Contains copies of teletype messages sent by various department personnel. Retain in Dept: 2 years, then destroy.	
0-11	<u>Incoming Interstate Teletype Message File.</u> Contains copies of incoming interstate teletype messages. Retain in Dept: 2 years, then destroy.	
0-12	<u>Outgoing Interstate Teletype Messages (Minus File # 2, Tag Registration).</u> Contains copies of outgoing interstate teletype messages. Retain in Dept: 5 years, then destroy.	
0-13	<u>Outgoing Interstate Teletype Messages (File # 2, Tag Registration).</u> Contains copies of outgoing interstate teletype messages concerning tag registration. Retain in Dept: 3 months, then destroy.	

(DO NOT FILL IN)

SCHEDULE NO. 2J	AMENDMENT NO.
------------------------	-----------------------

PAGE

42

OF 69

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: 1 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: 1 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: 1 year Retain in FRC:.....	4 years
P-05	<u>Motor Pool Cruiser Log.</u> Contains copies of PD 871. Retain in Dept: 1 year, then destroy.	
P-06	<u>Motor Pool Cruiser Dispatch Report File.</u> Contains copies of PD 872. Retain in Dept: 1 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: 3 years after case closed, then destroy.	

(DO NOT FILL IN)

PAGE

43

OF 69

SCHEDULE NO.

2J

AMENDMENT NO.

ITEM NO.

DESCRIPTION OF RECORDS

RETEN. PERIOD

(DO NOT FILL IN)

SCHEDULE NO.

AMENDMENT NO.

2J

PAGE

44

OF 69

ITEM NO.	DESCRIPTION OF RECORDS	RETEN. PERIOD
	PROPERTY DIVISION	
Q-01	<u>Accountable Property Record File.</u> Contains a record of individual accountable property records excluding Q-20 items. (PD 16) Retain in Dept: 3 years after last entry or until after audit, whichever is sooner, then destroy.	
Q-02	<u>Expendable Property Record File.</u> Contains a record of individual expendable property records. (PD 16) Retain in Dept: 3 years or until after audit, whichever is sooner, then destroy.	
Q-03	<u>Stock Locator File.</u> Contains information concerning the location of stock housed at the Property Division. (PD 820) Retain in Dept: Until obsolete, then destroy.	
Q-04	<u>Office Machine History File.</u> Contains records pertaining to the history of the department's office machines. Retain in Dept: 6 months after machine is surveyed, then destroy.	
Q-05	<u>Gun Record Card File.</u> 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) Retain in Dept: Alphabetical Listing - 2 years after separation of member, then destroy. Numerical Listing - 1 year after disposal of weapon, then destroy.	
Q-06	<u>Clothing and Equipment Record File.</u> Contains individual clothing and equipment records, property receipts, etc. for police officers, crossing guards and selected civilian employees. (PD 85, 85A) Retain in Dept: 2 years after separation of employee, then destroy.	
Q-07	<u>Report of Damage to or Loss of Uniform or Equipment File.</u> Contains records and reports of all damage and/or loss of uniforms or equipment, reports of investigations concerning the circumstances, results, etc. (PD 43) Retain in Dept: 3 years, then destroy.	

(DO NOT FILL IN)

PAGE

SCHEDULE NO.

AMENDMENT NO.

45

2J

OF 69

ITEM NO.	DESCRIPTION OF RECORDS	RETEN. PERIOD
Q-08	RESERVED	
Q-09	<u>Clothing and Equipment Inventory Control File.</u> Contains records concerning the running inventory of clothing and equipment. (PD 92) Retain in Dept: 1 year, then destroy.	
Q-10	RESERVED	
Q-11	<u>Public Auction File.</u> Contains records concerning auctions held by the department. Retain in Dept: 3 years or until after audit, whichever is sooner, then destroy.	
Q-12	<u>Property Record File.</u> Contains records listing property owned by the department by each acquisition. (DC 2620.3) Retain in Dept: 3 years or until after audit, whichever is sooner, then destroy.	
Q-13	<u>Handling, Hauling, Towing and Storage Fee File.</u> Contains records and other pertinent documents concerning the described services and fees charged for same. (PD 134) Retain in Dept: 3 years or until after audit, whichever is sooner, then destroy.	
Q-14	<u>Property Return File.</u> Contains records concerning property in the custody of the Property Clerk. (PD 81) Retain in Dept: 6 years Retain in FRC:.....	4 years
Q-15	<u>Request for Supplies and Services Master File.</u> Contains documents concerning all requests for issue or turn-in submitted to the Property Division by the various elements of the department. (PD 160) Retain in Dept: 3 years or until after audit, whichever is sooner, then destroy.	
Q-16	<u>Gun and Badge Record File.</u> Contains PD 804. Retain in Dept: 1 year after separation of member, then destroy.	

(DO NOT FILL IN)

SCHEDULE NO. 2J	AMENDMENT NO. 3 AUG 0 2 1979
--------------------	------------------------------------

PAGE
46
OF 69

ITEM NO.	DESCRIPTION OF RECORDS	RETEN. PERIOD
Q-17	<p><u>Requisitions Transaction Register File.</u> Contains records concerning requisitions processed through the Property Division. (PD 819)</p> <p>Retain in Dept: 3 years or until after audit, whichever is sooner, then destroy.</p>	
Q-18	<p><u>Purchase Order Transaction Register File.</u> Contains records concerning purchase orders processed through the Property Division. (PD 819A)</p> <p>Retain in Dept: 3 years or until after audit, whichever is sooner, then destroy.</p>	
Q-19	<p><u>Uniform and Equipment Board File.</u> Contains records concerning all matters relating to uniforms and equipment for the purpose of improving the quality of same.</p> <p>Retain in Dept: 3 years, then destroy.</p>	
Q-20	<p><u>Federal Grant Acquisitions Accountable Property Record File.</u> Contains records concerning non-expendable property with a useful life of more than 1 year and an acquisition cost of at least \$100.00 per unit, purchased with Federal Grant Funds.</p> <p>Retain in Dept. 3 fiscal years after final disposition of property, then destroy. (Authority: OMB Regulations)</p>	
Q-21	<p><u>Utility Uniform Authorization File.</u> 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> Contains receipts for lost or damaged clothing and equipment.</p> <p>Retain in Dept: 3 years or until after audit, whichever is sooner, then destroy.</p>	

(DO NOT FILL IN)

PAGE

SCHEDULE NO.

AMENDMENT NO.

47

2J

OF 69

ITEM NO.	DESCRIPTION OF RECORDS	RETEN. PERIOD

(DO NOT FILL IN)

SCHEDULE NO. 2J	AMENDMENT NO.
--------------------	---------------

PAGE

48

OF 69

ITEM NO.	DESCRIPTION OF RECORDS	RETEN. PERIOD
	IDENTIFICATION AND RECORDS DIVISION	
R-01	<u>Fingerprint Files.</u> Contains fingerprint cards for applications for licenses, criminal fingerprint cards, five finger files and other pertinent documents. Retain in Dept: 70 years Retain in FRC:.....	10 years
R-02	<u>Questioned Document File.</u> Contains records of handwriting specimens, requests for examination of questioned documents, laboratory reports, and other pertinent documents. Retain in Dept: 7 years, then destroy.	
R-03	<u>Radio Complaint File.</u> Contains PD 258 concerning calls and requests for service. Retain in Dept: Hardcopy - until microfilmed, then destroy. Retain microfilm 3 years, then destroy.	
R-04	<u>Receipt Files.</u> Contains receipts for reproduction of police reports, arrest records, receipts for gun registration fees, photograph and fingerprint fees. Retain in Dept: 3 years or until after audit, whichever is sooner, then destroy.	
R-05	<u>General Complaint File.</u> Contains event reports, accident reports, missing persons reports, sick or injury reports, prosecution reports, supplement reports and other pertinent documents to include PD 251, 252, 10, 313, 42, 43. Retain in Dept: 2 years Retain in FRC:.....	10 years
R-06	<u>Alcohol Rehabilitation File.</u> Contains reports of alcoholic cases sent to court. (PD 34) Retain in Dept: 3 years, then destroy.	
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: 2 years, then destroy.	

(DO NOT FILL IN)

PAGE

SCHEDULE NO.

AMENDMENT NO.

49

2J

OF 69

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

(DO NOT FILL IN)

SCHEDULE NO. 2J	AMENDMENT NO.
--------------------	---------------

PAGE
50
OF 69

ITEM NO.	DESCRIPTION OF RECORDS	RETEN. PERIOD
R-16	<p><u>Firearms Registration File.</u> 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> Contains records concerning authorizations for the collection of ammunition. (PD 221)</p> <p>Retain in Dept: 7 years, then destroy.</p>	
R-18	<p><u>Deadly Weapon Dealers Inspection File.</u> Contains records concerning inspections of deadly weapons dealer's business places. (PD 225)</p> <p>Retain in Dept: 10 years, then destroy.</p>	
R-19	<p><u>Juvenile Reporting File.</u> 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> Contains records concerning requests for the processing of photographs. (PD 413)</p> <p>Retain in Dept: Evidence Requests - 1 year after final disposition of case. Non-evidence Requests - 1 year, then destroy.</p>	
R-21	<p><u>Requests for Laboratory Examination of Firearms File.</u> Contains records concerning requests for laboratory examination of firearms. (PD 698A)</p> <p>Retain in Dept: 3 years Retain in FRC:.....</p>	10 years
R-22	<p><u>Temporary Detention Report File.</u> Contains records concerning the temporary detention of arrestees. (PD 709)</p> <p>Retain in Dept: 3 years, then destroy.</p>	

(DO NOT FILL IN)

SCHEDULE NO. 2J	AMENDMENT NO.
--------------------	---------------

PAGE

51

OF 69

ITEM NO.	DESCRIPTION OF RECORDS	RETEN. PERIOD
R-23	<u>Certificate of Firearms Examination File.</u> Contains records concerning the examination of firearms. (PD 791) Retain in Dept: 3 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	<u>Additional Indictments File.</u> Contains records concerning additional indictments handed down in connection with cases being handled by the department. Retain in Dept: 1 year, then destroy.	
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: 7 years, then destroy.	
R-27	<u>Latent Fingerprint Jacket File.</u> Contains PD Form 307, PD Form 861 and latent fingerprints. Retain in Dept: 3 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: 3 years after disposal of weapon, then destroy.	
R-29	<u>Field Arrest Forms.</u> Contains records concerning field arrests made by members of the department. (PD 759) Retain in Dept: 3 years Retain in FRC:.....	7 years
R-30	<u>I&RD Summons Control Log.</u> Contains copies of PD 208A. Retain in Dept: 1 year after last entry, then destroy.	
R-31	<u>Confidential Detention Journal File.</u> Contains records concerning cases transferred to the Detention Journal. (PD 728, 731) Retain in Dept: 3 years, then destroy.	

(DO NOT FILL IN)

PAGE

SCHEDULE NO.

AMENDMENT NO.

2J

3

52

AUG 02 1979

of 69

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

(DO NOT FILL IN)

PAGE

SCHEDULE NO.

AMENDMENT NO.

53

2J

OF 69

ITEM NO.

DESCRIPTION OF RECORDS

RETEN. PERIOD

(DO NOT FILL IN)

SCHEDULE NO.

2J

AMENDMENT NO.

PAGE

54

OF 69

ITEM NO.	DESCRIPTION OF RECORDS	RETEN. PERIOD
	INTERNAL AFFAIRS DIVISION	
S-01	<u>Internal Affairs Case Files.</u> Contains investigative reports concerning internal investigations conducted by the Internal Affairs Division. Retain in Dept: 3 years after conclusion of case. Retain in FRC:.....	7 years
S-02	<u>Use of Service Weapon Review Board File.</u> Contains records concerning hearings conducted on the use of service weapons by members of the department. Retain in Dept: 3 years Retain in FRC:.....	7 years

(DO NOT FILL IN)

PAGE

SCHEDULE NO.

AMENDMENT NO.

55

2J

3

AUG 02 1979

OF 69

ITEM NO.	DESCRIPTION OF RECORDS	RETEN. PERIOD
	FIELD INSPECTIONS DIVISION	
T-01	<u>Quarterly Mileage Report File.</u> Contains records concerning the mile-ages traveled by department vehicles. (PD 187, PD 775C) Retain in Dept: 1 year, then destroy.	
T-02	<u>Survey and Inspections File.</u> Contains reports of surveys and inspections of department facilities conducted to insure the adequacy of protective and preventive measures taken against hazards of fire, accidents, etc. Retain in Dept: 5 years, then destroy.	
T-03	<u>Facilities Checks File.</u> Contains reports concerning surveys and inspections of department facilities to insure the adequacy of security measures. Retain in Dept: 1 year, then destroy.	

(DO NOT FILL IN)

SCHEDULE NO.

AMENDMENT NO.

2J

PAGE

56

OF 60

ITEM NO.	DESCRIPTION OF RECORDS	RETEN. PERIOD
	MORALS DIVISION	
U-01	<u>Confidential Funds File.</u> Contains records concerning confidential expenditures, monthly accounts, officer's accounts and other pertinent documents. (PD 127, 128, 129, 152) Retain in Dept: 3 fiscal years, or until after audit, whichever is sooner, then destroy.	
U-02	<u>Suspicious Person Card File.</u> Contains records concerning persons considered to be suspicious. (PD 91) Retain in Dept: 6 years, then destroy.	
U-03	<u>Narcotic Addict Information File.</u> Contains records concerning known narcotics addicts. Retain in Dept: 3 years, then destroy.	
U-04	<u>Disposition of Drug Evidence File.</u> Contains records concerning the disposition of drug evidence. (PD 231, 232) Retain in Dept: 1 year, then destroy.	
U-05	<u>Report of Forcible Entry File.</u> Contains records concerning forcible entries made by members of the department. (PD 240) Retain in Dept: 3 years, then destroy.	
U-06	<u>Raid Check List Files.</u> Contains pre-raid and post-raid check lists. (PD 296, 297) Retain in Dept: 1 year, then destroy.	
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: 7 years, then destroy.	

(DO NOT FILL IN)

PAGE

SCHEDULE NO.

AMENDMENT NO.

57

2J

3

OF 69

AUG 0 2 1979

ITEM NO.	DESCRIPTION OF RECORDS	RETEN. PERIOD
U-08	<u>Vice Report File.</u> Contains records concerning vice reports made by department personnel. (PD 68) Retain in Dept: 5 years, then destroy.	
U-09	<u>DUI Laboratory Analysis Reports.</u> Contains reports of laboratory analysis results in DUI cases. (PD 803) Retain in Dept: 3 years. Retain in FRC:.....	7 years
U-10	<u>Special Employee Financial Log.</u> Contains records concerning the use, reliability, and expenditures associated with special employees used by the division. Retain in Dept: 5 years, then destroy.	

(DO NOT FILL IN)

SCHEDULE NO. 2J	AMENDMENT NO.
------------------------	-----------------------

PAGE
58
OF 69

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: 1 year after expiration of permit, then destroy.	
V-02	<u>Application for Permit to Carry a Pistol File.</u> Retain in Dept: Approved applications - 2 years, then destroy. Disapproved applications - 5 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: 5 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: 5 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: 3 fiscal years or until after audit, whichever is sooner, then destroy.	
V-06	<u>Organization File.</u> Contains investigative jackets of organizations or groups engaged in committing criminal activities upon which the ISD bears an investigative responsibility. Retain in Dept: Until obsolete, then destroy.	
V-07	<u>Individual File.</u> Contains investigative jackets on those persons who engage in criminal activities that are similar in nature, either independently or in loose association with others. Retain in Dept: Until obsolete, then destroy.	

(DO NOT FILL IN)

PAGE

SCHEDULE NO.

AMENDMENT NO.

59

2J

OF 69

ITEM NO.	DESCRIPTION OF RECORDS	RETEN. PERIOD
V-08	<p><u>Criminal Threat File.</u> 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> 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> 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> 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>	
V-12	<p><u>Extra-Departmental Information Dissemination Log Book.</u> 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>	

(DO NOT FILL IN)

SCHEDULE NO. 2J	AMENDMENT NO.
--------------------	---------------

PAGE

60

OF 69

ITEM NO.	DESCRIPTION OF RECORDS	RETEN. PERIOD
	DATA PROCESSING DIVISION	
W-01	<u>SPECIAL ADMINISTRATIVE CORRESPONDENCE FILE.</u> Retain in Dept: 5 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: 3 years, then destroy.	
W-03	<u>EQUIPMENT BUDGET FILE.</u> Contains records concerning each piece of equipment, billing and history. Retain in Dept: 3 fiscal years after disposition of equipment or until after audit, whichever is sooner, then destroy.	
W-04	<u>FBI CRIME REPORT FILE.</u> Contains copies of FBI Form No. 43-R0001. Retain in Dept: 3 years, then destroy.	
W-05	<u>QUARTERLY CRIME REPORT BOOKS.</u> Contains the department's official crime figures that are released to the public and the press Retain in Dept: 3 years, then destroy.	
W-06	<u>MONTHLY CRIME REPORT BOOKS.</u> Contains the department's official monthly crime figures that are released to the public and the press. Retain in Dept: 3 years, then destroy.	
W-07	<u>ANNUAL STATISTICAL REPORT BOOKS.</u> Contains the department's official annual crime figures. Retain in Dept: 3 years, then destroy.	
W-08	<u>24 HOUR CRIME REPORT FILE.</u> Contains copies of the 24 Hour Crime Reports (PD 93) prepared and submitted by the districts. Retain in Dept: 3 years, then destroy.	

(DO NOT FILL IN)

PAGE

SCHEDULE NO.

AMENDMENT NO.

61

2J

OF 69

ITEM NO.	DESCRIPTION OF RECORDS	RETEN. PERIOD
W-09	<p><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.</p> <p>Retain in Dept: Until updated or system discontinued, then delete.</p>	
W-10	<p><u>WALES LOGGING SYSTEM.</u> (Williams) Contains records concerning transactions against the WALES on-line files.</p> <p>Records - Retain in Dept: 5 years, then destroy.</p> <p>System - Retain in Dept: Until discontinued, then delete.</p>	
W-11	<p><u>AUTOMATED PERSONNEL SYSTEM.</u> (Wiebach, DeCoste) Contains information on all MPD personnel.</p> <p>Records - Retain in Dept: Until deleted by Personnel Office.</p> <p>System - Retain in Dept: Until discontinued, then delete.</p>	
W-12	<p><u>DEPLOYMENT SCHEDULE SYSTEM.</u> (Bowman) Contains manpower and vehicle deployment information.</p> <p>Records - Retain in Dept: Until deleted by applicable divisions or districts.</p> <p>System - Retain in Dept: Until discontinued, then delete.</p>	
W-13	<p><u>TRAFFIC WARRANT/TICKET SYSTEM.</u> (DeCoste, Bowman, Wiebach) Contains traffic ticket and warrant information.</p> <p>Records - Retain in Dept: Until deleted by Superior Court or Department of Transportation.</p> <p>System - Retain in Dept: Until discontinued, then delete.</p>	
W-14	<p><u>VEHICLE SYSTEM.</u> (DeCoste, Bowman, Wiebach) 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.</p> <p>Stolen Records - Retain in Dept: Until deleted by Communications Division.</p> <p>System - Retain in Dept: Until discontinued, then delete.</p>	

(DO NOT FILL IN)

SCHEDULE NO. 2J	AMENDMENT NO.
--------------------	---------------

PAGE

62

OF 69

ITEM NO.	DESCRIPTION OF RECORDS	RETEN. PERIOD
W-15	<p><u>CRIMINAL WARRANT SYSTEM.</u> (DeCoste, Bowman, Wiebach) Contains identification records and all outstanding criminal warrants.</p> <p>ID Records - Retain in Dept: Until deleted by Identification and Records Division.</p> <p>Warrant Records - Retain in Dept: Until deleted by Superior Court or Identification and Records Division.</p> <p>System - Retain in Dept: Until discontinued, then delete.</p>	
W-16	<p><u>NATIONAL CRIME INFORMATION CENTER, NATIONAL LAW ENFORCEMENT TELECOMMUNICATION SYSTEM.</u> (Williams) Contains programs necessary to interface with WALES.</p> <p>Retain in Dept: Until system discontinued, then delete.</p>	
W-17	<p><u>FLEET MAINTENANCE SYSTEM.</u> (Wright) Contains records on all MPD vehicles showing identification, repairs, maintenance, and gas and oil consumption.</p> <p>Records - Retain in Dept: Until deleted by Fleet Management Division.</p> <p>System - Retain in Dept: Until discontinued, then delete.</p>	
W-18	<p><u>PAWN AND STOLEN ARTICLE FILE.</u> (Manning, Williams) Contains records of articles pawned or stolen in the District of Columbia.</p> <p>Records - Retain in Dept: Until deleted by Criminal Investigations Division or Identification and Records Division.</p> <p>System - Retain in Dept: Until discontinued, then delete.</p>	
W-19	<p><u>FIELD ARREST SYSTEM.</u> (Grazier) Contains records concerning individuals arrested during mass demonstrations.</p> <p>Retain in Dept: Until updated or system discontinued, then delete.</p>	
W-20	<p><u>TRAFFIC ACCIDENTS/INJURIES.</u> (Sharp) Contains records concerning traffic accidents occurring in the District of Columbia.</p> <p>Retain in Dept: Until updated or system discontinued, then delete.</p>	

(DO NOT FILL IN)

PAGE

SCHEDULE NO.

AMENDMENT NO.

63

2J

OF 69

ITEM NO.	DESCRIPTION OF RECORDS	RETEN. PERIOD
W-21	<p><u>SEX MODUS OPERANDI.</u> (Sharp) 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) Contains modus operandi records concerning robbery offenses occurring in the District of Columbia.</p> <p>Retain in Dept: Until updated or system discontinued, then delete.</p>	
W-23	<p><u>DC REAL ESTATE.</u> (Steele) Contains records concerning the type and location of real estate within the District of Columbia.</p> <p>Retain in Dept: Until updated or system discontinued, then delete.</p>	
W-24	<p><u>RADIO RUNS.</u> (Madison) 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) Contains statistical records of arrests by type of charge, location of booking, etc., used for Uniform Crime Reporting purposes.</p> <p>Retain in Dept: Until updated or system discontinued, then delete.</p>	
W-26	<p><u>BOAT FILE.</u> (Ingram) 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) Contains the information retrieval program used for special requests.</p> <p>Retain in Dept: Until updated or system discontinued, then delete.</p>	
W-28	<p><u>COMPLAINANT NAME FILE.</u> (Ingram) Contains records concerning complainants on police reports.</p> <p>Retain in Dept: Until updated or system discontinued, then delete.</p>	

(DO NOT FILL IN)

SCHEDULE NO.

2J

AMENDMENT NO.

3

AUG 02 1979

PAGE

64

OF 69

ITEM NO.	DESCRIPTION OF RECORDS	RETEN. PERIOD
W-29	<p><u>DENT.</u> (Davis) 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>NAMEFILE.</u> (Davis) 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> (Grazier) 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) 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) 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>	
W-34	<p><u>SPECIAL.</u> (Madden) 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) 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) Contains the master back-up file for W-30.</p> <p>Retain in Dept: Until updated or system discontinued, then delete.</p>	
W-37	<p><u>OFFENSES.</u> (Madison) Contains cumulative statistical records for the current fiscal year.</p> <p>Retain in Dept: Until updated or system discontinued, then delete.</p>	

(DO NOT FILL IN)

SCHEDULE NO.	AMENDMENT NO.
2J	3 AUG 02 1979

PAGE
65
OF 69

ITEM NO.	DESCRIPTION OF RECORDS	RETEN. PERIOD
W-38	<p><u>YOUTH DIVISION.</u> (Dandridge) 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) Contains records on all registered guns in the District of Columbia.</p> <p>Retain in Dept: Until updated or system discontinued, then delete.</p>	
W-40	<p><u>BIKE REGISTRATION.</u> (Ingram) 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> (Grazier) 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) 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> Contains paper documentation for Computer Simulation Model of Police Dispatching and Patrol Functions.</p> <p>Retain in Dept: 1 year Retain in FRC:.....</p>	75 years

(DO NOT FILL IN)

SCHEDULE NO. 2J	AMENDMENT NO.
------------------------	-----------------------

PAGE

66

OF 69

ITEM NO.	DESCRIPTION OF RECORDS	RETEN. PERIOD
	GENERAL RECORDS - CRIMINAL	
X-01	<u>Arrest Book.</u> Retain in Dept: 3 years after last entry. Retain in FRC:.....	27 years
X-02	<u>Property Book.</u> Retain in Dept: 2 years after last entry. Retain in FRC:.....	10 years
X-03	<u>Detention Journal.</u> Retain in Dept: 3 years after last entry, then destroy.	

(DO NOT FILL IN)

SCHEDULE NO. 2J	AMENDMENT NO.
--------------------	---------------

PAGE
67
OF 69

ITEM NO.	DESCRIPTION OF RECORDS	RETEN. PERIOD
	GENERAL RECORDS - ADMINISTRATIVE	
Y-01	<u>General Correspondence Files.</u> Retain in Dept: 3 years, then destroy.	
Y-02	<u>Leave and Non-Pay Status Books.</u> Contains PD 169. Retain in Dept: 3 years plus current, then destroy.	
Y-03	<u>Quarterly Compensatory Time Books.</u> Contains PD 266. Retain in Dept: 3 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: 3 years plus current, then destroy.	
Y-05	<u>Patrol Signal System Books.</u> Retain in Dept: 1 year after last entry. Retain in FRC:.....	4 years
Y-06	<u>Weight Control Files.</u> Contains PD 817. Retain in Dept: 2 years, then destroy.	
Y-07	<u>Firearms Training File.</u> Contains PD 226 and 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: 1 year after last entry, then destroy.	
Y-09	<u>Annual Leave Book.</u> Retain in Dept: 1 year after last entry, then destroy.	
Y-10	<u>Expected Tardiness Book.</u> Retain in Dept: 1 year after last entry, then destroy.	

(DO NOT FILL IN)

PAGE

SCHEDULE NO.

2J

AMENDMENT NO.

2

68

OF 69

ITEM NO.	DESCRIPTION OF RECORDS	RETEN. PERIOD
Y-11a	<p><u>Unit Personnel Folders (Police and Civilian).</u> 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> 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: 3 years, then destroy.</p>	
Y-12	<p><u>Stock Record File.</u> 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: 3 years or until after audit, whichever is sooner, then destroy.</p>	
Y-13	<p><u>Stock Locator File.</u> 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>	
Y-14	<p><u>Records Transmittal and Receipt File.</u> 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.</p>	
Y-15	<p><u>Sick Leave Location Book.</u> 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: 1 year after last entry, then destroy.</p>	

(DO NOT FILL IN)

PAGE

SCHEDULE NO.

AMENDMENT NO.

69

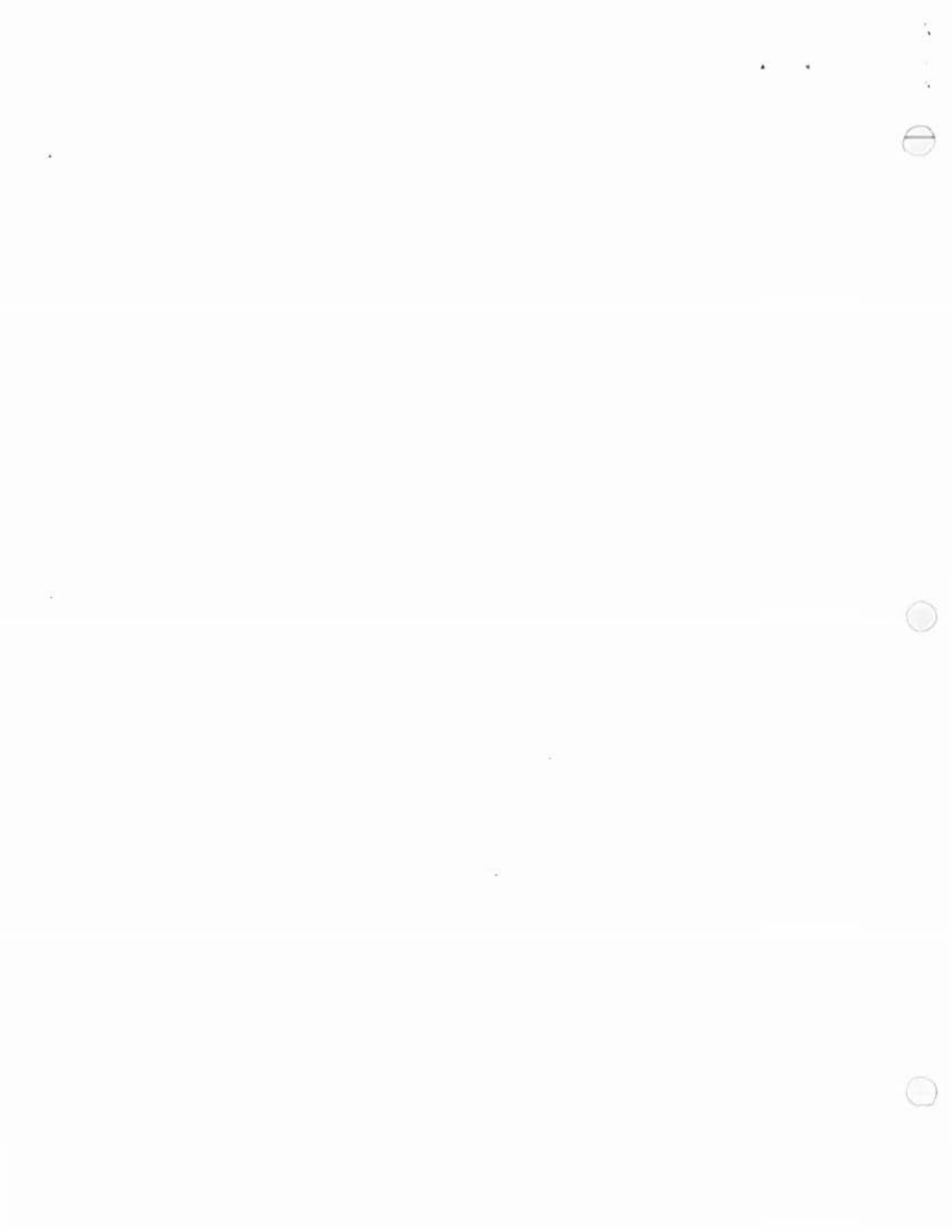
2J

3

OF 69

AUG 02 1979

ITEM NO.	DESCRIPTION OF RECORDS	RETEN. PERIOD
Y-16	<u>Metrorail Police Pass Log Book.</u> Contains records concerning the issuance and return of WMATA passes. Retain in Dept: 1 year after last entry, then destroy.	
Y-17	<u>Court Parking Pass Log Book.</u> Retain in Dept: 1 year after last entry, then destroy.	
Y-18	<u>Telephone Control Log.</u> Contains PD 764 concerning information in support of authorized long distance and WATS calls. Retain in Dept: 3 years or until after audit, whichever is sooner, then destroy.	
Y-19	<u>Official Publications Receipt File.</u> Contains records concerning each publication distributed to employees to include an alphabetical listing of element personnel along with the date and signature of each person receiving the issuance and the initials of the issuing official. Retain in Dept: 3 years, then destroy.	
Y-20	<u>Prompt Payment and Collection File.</u> Contains receipts and back-up concerning deposits with the D C Treasurer. (PD 102) Retain in Dept: 3 years or until after audit whichever is sooner, then destroy.	
Y-21	<u>PD 99 Statement File.</u> Contains statements taken in re citizen's complaints. NOTE: PD 99 is filed in R-32. Retain in Dept: 5 years, then destroy.	
Y-22	<u>Tour of Duty Supervisor's Report File.</u> Contains records concerning reports of unusual or serious incidents occurring during the tour of duty. (PD 150) Retain in Dept: 1 year, then destroy.	



100

100

100

100

