

## **7.6           Records Retention**

### **7.6.1           Records Retention Schedule**

With the approval of the Anne Arundel County Office of Central Services Administration, and in accordance with the mandates of the State of Maryland and the State Archivist, the Sheriff's Office maintains a *Records Retention Schedule* for all standard forms, files, correspondence, and recurring documents.

An original document of the Sheriff's Office Records Retention Schedule is filed with the Anne Arundel County Office of Central Services Administration. Copies of this document are kept by the Sheriff's Secretary and by each Bureau Commander.

### **7.6.2           File Maintenance, Storage, and Disposal**

Absent other overriding mandates, all files and records are to be maintained and/or disposed of in accordance with the approved Records Retention Schedule. All employees must be apprised of the contents of the Retention Schedule and of the protocol regarding storage and disposal of records and files. Any protocol inquiries are to be directed to the Sheriff's Secretary.

*Off-site* document storage is available and must be processed through the Sheriff's Secretary and Budget Analyst to coordinate proper identification, pickup, and relocation of marked, boxed file contents to off-site storage via Central Services. If so designated, off-site documents will be disposed of according to the disposal date noted on the form attached to each box. Files sent to off-site storage can only be retrieved by paying a fee.

Any *on-site* files, correspondence, or records scheduled to be destroyed will be disposed of in a manner consistent with professional and accepted standards according to the confidentiality level of each type of document (e.g., shred, recycle, or dispose in normal receptacles).