

**Maryland State Archives  
Records Retention Schedules Approved  
Since Hall of Records Commission Meeting  
on 4/29/2013**

**Baltimore City Department of Social Services, Finance**

Rec.: 9/12/2012 Appr.: 6/11/2013 RM Sch. #:2625 MSA S1468-3823 Supersedes: None

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**Board of Public Works**

Rec.: 3/20/2013 Appr.: 4/25/2013 RM Sch. #:2635 MSA S1468-3809 Supersedes: 399, 518, 713, 713A, 713A1, and 2202

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**Carroll County Sheriff's Office, Law Enforcement Records Unit**

Rec.: 1/10/2013 Appr.: 5/1/2013 RM Sch. #:C1205 MSA S1521-1274 Supersedes: C1033

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**Charles County Government Information Technology**

Rec.: 5/8/2013 Appr.: 6/3/2013 RM Sch. #:C1213 MSA S1521-1277 Supersedes: None

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**City of Frederick, Building Department (Formerly Permits and Code Management)**

Rec.: 5/8/2013 Appr.: 8/25/2013 RM Sch. #:M330 MSA S1522-335 Supersedes: M136

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**City of Frederick, Police / Personnel Unit**

Rec.: 9/4/2013 Appr.: 9/23/2013 RM Sch. #:M163A MSA S1522-337 Supersedes: None

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**College Savings Plans of Maryland, ACH/Payroll Deduction Forms**

Rec.: 4/17/2013 Appr.: 4/25/2013 RM Sch. #:2322A7 MSA S1468-3813 Supersedes: None

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**College Savings Plans of Maryland, Check Stubs**

Rec.: 4/17/2013 Appr.: 4/25/2013 RM Sch. #:2322A8 MSA S1468-3814 Supersedes: None

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**College Savings Plans of Maryland, Distributions**

Rec.: 4/17/2013 Appr.: 4/25/2013 RM Sch. #:2322A5 MSA S1468-3811 Supersedes: None

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**College Savings Plans of Maryland, PACC**

Rec.: 4/17/2013 Appr.: 4/25/2013 RM Sch. #:2322A6 MSA S1468-3812 Supersedes: None

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**Department of Budget and Management, Equal Employment Opportunity**

Rec.: 6/20/2013 Appr.: 9/23/2013 RM Sch. #:690-6A MSA S1468-3838 Supersedes: None

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**Department of Business and Economic Development, Maryland State Arts Council**

Rec.: 6/20/2013 Appr.: 7/8/2013 RM Sch. #:1039A MSA S1468-3827 Supersedes: None

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**Department of Business and Economic Development, Office of International Investment and Trade**

Rec.: 7/5/2013 Appr.: 7/29/2013 RM Sch. #:2662 MSA S1468-3831 Supersedes: None

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**Department of Health and Mental Hygiene, Laboratories Administration**

Rec.: 9/19/2011 Appr.: 5/9/2013 RM Sch. #:2582 MSA S1468-3816 Supersedes: 220

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**Department of Human Resources Office of the Secretary / Office of Government, Corporate and Community Affairs**

Rec.: 3/5/2013 Appr.: 5/21/2013 RM Sch. #:2632 MSA S1468-3820 Supersedes: 2384 items 4-5

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**Department of Human Resources, Office of the Secretary, Office of Employment and Program Equity**

Rec.: 7/19/2012 Appr.: 9/23/2013 RM Sch. #:2616 MSA S1468-3839 Supersedes: 1023-6

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**Department of Labor, Licensing, and Regulation, Office of the Commissioner of Financial Regulation**

Rec.: 3/11/2013 Appr.: 6/3/2013 RM Sch. #:2634 MSA S1468-3821 Supersedes: 2372

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**Department of Maryland State Police, Information Technology Division**

Rec.: 4/5/2013 Appr.: 4/25/2013 RM Sch. #:971-26A MSA S1468-3810 Supersedes: parts of 971-32-3

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**Department of Public Safety and Correctional Services, Pretrial Release Services Program - Central Region**

Rec.: 11/29/2012 Appr.: 4/26/2013 RM Sch. #:2628 MSA S1468-3815 Supersedes: 1622

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**Department of State Police - 27- Administrative Operations Division (Technology and Information Management Command)**

Rec.: 6/7/2013 Appr.: 7/1/2013 RM Sch. #:971-27 MSA S1468-3824 Supersedes: None

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**Governor's Office Of Community Initiatives, Commission on African-American History and Culture**

Rec.: 6/20/2013 Appr.: 7/8/2013 RM Sch. #:1040A MSA S1468-3832 Supersedes: None

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**Howard County Government Fire and Rescue Services**

Rec.: 11/28/2012 Appr.: 10/3/2013 RM Sch. #:C1201 MSA S1521-1295 Supersedes: None

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**Howard County Government Fire and Rescue Services, Admin Services - Budget and Finance**

Rec.: 9/9/2013 Appr.: 9/23/2013 RM Sch. #:C1188A MSA S1521-1288 Supersedes: None

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**Howard County Government Fire and Rescue Services, Admin Services - Medical**

Rec.: 9/9/2013 Appr.: 9/23/2013 RM Sch. #:C1197A MSA S1521-1292 Supersedes: None

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**Howard County Government Fire and Rescue Services, Admin Services - Payroll**

Rec.: 9/9/2013 Appr.: 9/23/2013 RM Sch. #:C1189A MSA S1521-1289 Supersedes: None

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**Howard County Government Fire and Rescue Services, Bureau of Logistics**

Rec.: 9/9/2013 Appr.: 9/23/2013 RM Sch. #:C1191A MSA S1521-1291 Supersedes: None

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**Howard County Government Fire and Rescue Services, Education and Training**

Rec.: 11/28/2012 Appr.: 10/3/2013 RM Sch. #:C1200 MSA S1521-1294 Supersedes: None

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**Howard County Government, Cable Administration Office Technology and Communication Services**

Rec.: 9/9/2013 Appr.: 9/23/2013 RM Sch. #:C1177A MSA S1521-1287 Supersedes: None

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**Howard County Government, Central Fleet**

Rec.: 6/17/2013 Appr.: 7/8/2013 RM Sch. #:C1040A1 MSA S1521-1278 Supersedes: None

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**Howard County Government, DCA / Human Resources**

Rec.: 6/17/2013 Appr.: 7/8/2013 RM Sch. #:C1043A MSA S1521-1279 Supersedes: None

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**Howard County Government, Department of Corrections**

Rec.: 6/17/2013 Appr.: 7/8/2013 RM Sch. #:C1085A2 MSA S1521-1280 Supersedes: None

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**Howard County Government, Office of Human Rights (OHR)**

Rec.: 9/9/2013 Appr.: 9/23/2013 RM Sch. #:C1135A MSA S1521-1285 Supersedes: None

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**Howard County Government, Police Department**

Rec.: 9/9/2013 Appr.: 9/23/2013 RM Sch. #:C1164A MSA S1521-1286 Supersedes: None

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**Howard County Police, Communications 9-1-1**

Rec.: 6/17/2013 Appr.: 7/8/2013 RM Sch. #:C1196A MSA S1521-1282 Supersedes: None

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**Kent County Office of Finance**

Rec.: 12/28/2012 Appr.: 6/5/2013 RM Sch. #:C1203 MSA S1521-1276 Supersedes: C823, C825

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**Maryland Department of Agriculture Conservation Grants Program**

Rec.: 4/8/2013 Appr.: 4/12/2013 RM Sch. #:2636 MSA S1468-3808 Supersedes: 1626

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**Maryland Department of Planning, Maryland Historical Trust**

Rec.: 6/20/2013 Appr.: 7/29/2013 RM Sch. #:1062A MSA S1468-3828 Supersedes: None

Rec.: 6/20/2013 Appr.: 7/29/2013 RM Sch. #:1430A MSA S1468-3829 Supersedes: None

Rec.: 6/20/2013 Appr.: 7/29/2013 RM Sch. #:2214A MSA S1468-3830 Supersedes: None

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**Maryland Department of State Police, Computer Crimes - Maryland Center for Missing and Unidentified Persons (MCMUP)**

Rec.: 8/8/2013 Appr.: 9/23/2013 RM Sch. #:971-36 MSA S1468-3837 Supersedes: 971-39-1

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**Maryland Department of State Police, Criminal Intelligence Section**

Rec.: 8/8/2013 Appr.: 10/23/2013 RM Sch. #:971-68-3 MSA S1468-3842 Supersedes: 971-68-2

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**Maryland Department of State Police, Office of the Department Prosecutor**

Rec.: 8/8/2013 Appr.: 10/30/2013 RM Sch. #:971-47 MSA S1468-3843 Supersedes: None

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**Maryland Department of the State Police, Administrative Hearing**

Rec.: 7/18/2013 Appr.: 8/2/2013 RM Sch. #:971-14-1 MSA S1468-3833 Supersedes: 971-14

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**Maryland Environmental Service (MES)**

Rec.: 9/12/2013 Appr.: 10/3/2013 RM Sch. #:2663 MSA S1468-3840 Supersedes: None

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**Maryland State Police, Applications Management Section (METERS / NCIC)**

Rec.: 5/23/2013 Appr.: 7/8/2013 RM Sch. #:971-98 MSA S1468-3825 Supersedes: part of 971-32-3

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**Maryland State Police, Chemical Test for Alcohol Unit (CTAU)**

Rec.: 8/24/2012 Appr.: 4/9/2013 RM Sch. #:971-41-1 MSA S1468-3807 Supersedes: 971-41, 971-21-1-A3

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**Maryland State Police, Motor Vehicle Division**

Rec.: 5/21/2012 Appr.: 5/16/2013 RM Sch. #:971-16-2 MSA S1468-3818 Supersedes: 971-16-1A5

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**Mayor and City Council of Laurel, Budget and Personnel Services / Accounting**

Rec.: 12/28/2012 Appr.: 9/23/2013 RM Sch. #:M319 MSA S1522-339 Supersedes: None

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**Mayor and City Council of Laurel, Budget and Personnel Services / Personnel**

Rec.: 12/28/2012 Appr.: 10/3/2013 RM Sch. #:M320 MSA S1522-341 Supersedes: None

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**Mayor and City Council of Laurel, City Administrator's Office**

Rec.: 12/28/2012 Appr.: 9/23/2013 RM Sch. #:M321 MSA S1522-347 Supersedes: None

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**Mayor and City Council of Laurel, City Council**

Rec.: 12/28/2012 Appr.: 10/3/2013 RM Sch. #:M322 MSA S1522-342 Supersedes: None

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**Mayor and City Council of Laurel, Community Planning and Business Services**

Rec.: 12/28/2012 Appr.: 9/23/2013 RM Sch. #:M327 MSA S1522-340 Supersedes: None

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**Mayor and City Council of Laurel, Information Technology**

Rec.: 12/28/2012 Appr.: 10/3/2013 RM Sch. #:M324 MSA S1522-344 Supersedes: None

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**Mayor and City Council of Laurel, Mayor's Office**

Rec.: 12/28/2012 Appr.: 10/3/2013 RM Sch. #:M325 MSA S1522-345 Supersedes: None

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**Mayor and City Council of Laurel, Park and Recreation**

Rec.: 12/28/2012 Appr.: 10/3/2013 RM Sch. #:M326 MSA S1522-346 Supersedes: None

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**Mayor and City Council of Laurel, Police Department**

Rec.: 12/28/2012 Appr.: 10/3/2013 RM Sch. #:M323 MSA S1522-343 Supersedes: None

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**Mayor and City Council of Laurel, Public Works**

Rec.: 12/28/2012 Appr.: 8/29/2013 RM Sch. #:M328 MSA S1522-336 Supersedes: None

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**Montgomery County Government, Montgomery County Police Department, Pawn Unit**

Rec.: 1/25/2013 Appr.: 8/25/2013 RM Sch. #:C1208 MSA S1521-1284 Supersedes: None

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**Princess Anne Police Department, Police Department Human Resources and Records**

Rec.: 5/10/2012 Appr.: 5/16/2013 RM Sch. #:M315 MSA S1522-332 Supersedes: None

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**Public Service Commission, Administrative Division - Docket Control**

Rec.: 8/8/2013 Appr.: 8/25/2013 RM Sch. #:1283A2 MSA S1468-3835 Supersedes: None

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**Public Services Commission Administrative Division - Docket Control**

Rec.: 8/8/2013 Appr.: 8/25/2013 RM Sch. #:1284A1 MSA S1468-3836 Supersedes: None

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**State Prosecutor**

Rec.: 3/5/2013 Appr.: 8/2/2013 RM Sch. #:2630 MSA S1468-3834 Supersedes: 1038

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**Taneytown Planning and Zoning Department**

Rec.: 5/1/2013 Appr.: 6/11/2013 RM Sch. #:M135A MSA S1522-333 Supersedes: None

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**Town of Kensington General Government**

Rec.: 6/25/2013 Appr.: 7/8/2013 RM Sch. #:M331 MSA S1522-334 Supersedes: M1

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**Town of Mount Airy, Water and Sewer**

Rec.: 3/31/2009 Appr.: 9/23/2013 RM Sch. #:M256 MSA S1522-338 Supersedes: None

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**University of Maryland College Park**

Rec.: 8/10/2011 Appr.: 5/17/2013 RM Sch. #:2374A9 MSA S1468-3817 Supersedes: None

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**Washington County Sheriff's Office, Detention / Records Unit**

Rec.: 7/24/2013 Appr.: 8/2/2013 RM Sch. #:C1025-1A MSA S1521-1283 Supersedes: None

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**Wicomico County Free Library**

Rec.: 5/8/2013 Appr.: 5/21/2013 RM Sch. #:C1215 MSA S1521-1275 Supersedes: None

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**Baltimore City Archives  
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**Baltimore City Law Department Litigation Practice Case Files**  
Approved 9/11/2013; Schedule Number 2030

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