

REQU FOR RECORDS RETENTION SCHEE
To be Submitted to the Records Management Division
Hall of Records Commission

SCHEDULE NO. **452**

PAGE NO. **1**

1. Requesting Agency

MARYLAND STATE POLICE

2. Division or Bureau of Requesting Agency

AUTOMOTIVE SAFETY ENFORCEMENT DIVISION

3. Authorization Requested (Check only one of the squares below).

A Dispose of present accumulation. No additional accumulation is anticipated. Records have ceased to have value to warrant retention.

B Establish retention schedule for records for which there is a continuing accumulation. The records will cease to have value to warrant their retention after the period of time indicated.

C Microfilm and destroy originals. Originals if not microfilmed would be retained for the period of time indicated.

4. Item No.

5. Description of Records

Describe records accurately. Include title, form number, size of documents, work or activity to which the records relate, inclusive dates, and quantity (cubic or linear feet). Show recommended retention period.

6. Recommendation of Hall of Records and Board of Public Works.

The Automotive Safety Enforcement Division of the Department of Maryland State Police was established by Chapter 759, Laws of Maryland, 1965, becoming effective July 1, 1965. The Division is charged with licensing qualified garages, dealers, and other facilities to make inspection and correction of equipment and mechanisms on motor vehicles not meeting the standards set by the Department of Motor Vehicles. State, county, and city police are authorized to issue warning tickets (Item 1) or Safety Equipment Repair Orders (Item 2) when motor vehicles apparently do not meet the prescribed standards. Dealers or private owners selling used cars are required to procure certificates of inspection prior to passing titles to such vehicles, after January 1, 1966. (Annotated Code of Maryland, 1957 Edition as amended, Art. 664, Secs. 429-436.)

1 WARNING TICKETS

Size: 4½" x 8"

Quantity: 3 cu. ft.

Dates: 1966...

Form No.: Baltimore Business Forms (NCR Company)

Warning Tickets are issued by the State Police to operators/owners of motor vehicles other than Class A passenger cars (Item 2), which apparently do not meet the standards established by the Department of Motor Vehicles. Warning Tickets are issued in triplicate and distributed as follows:-

1. To the State Police, Central Accident Records Division, where a punched card is prepared containing the information given on the original ticket. Both the punched card and the ticket are filed and retained by this Division.

2. To the vehicle owner/operator, with a postcard, pre-addressed

(continued)

7. Agency, Division or Bureau Representative

J. L. Lough
Signature

Lieutenant
Title

July 10, 1967
Date

Schedule Authorized as Indicated in Col. 6 by Hall of Records Commission.

Disposal Authorized as Indicated in Col. 6 by Board of Public Works.

JUL 11 1967

Date

Morris S. Parloff

Archivist

July 20, 1967

Date

Andrew Stulick

Secretary

HALL OF RECORDS COMMISSION
APPROVED

R. EST FOR RECORDS RETENTION SCH. JLE
(Continuation Sheet)

SCHEDULE
NO. 452

PAGE
NO. 2

4.
Item

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6. Recommendation
of Hall of Records
and Board of Public
Works.

(cont.)

to the Automotive Safety Enforcement Division, if issued by personnel of the Automotive Safety Enforcement Division (ASED); or to the local field installation, if issued by police officers other than ASED. The postcard is returned to the addressee after the vehicle is repaired, with signatures of the owner and of the person repairing the mechanical defect.

3. Retained by ASED or the local field installation pending receipt of the postcard showing that repairs have been made, after which the ticket and card are filed. At this time, the State Police do not have facilities for the enforcement of Warning Tickets issued for vehicles which are not Class A passenger cars (Item 2). The Warning Tickets are presently considered a deterrent, rather than an enforceable injunction upon owners of such vehicles, and there is no follow-up on non-compliance, as there is with Safety Equipment Repair Orders. --- Warning Ticket copies filed in the Central Accident Records Division are the record copies; those filed with ASED and local installations are considered nonrecord within the meaning of the statute governing nonrecord material and may be destroyed as soon as no longer needed for the operation of the office.

2 SAFETY EQUIPMENT REPAIR ORDERS

Size: 4 1/2" x 8"
Quantity: 18 card-file drawers (9 double)
Dates: 1966...
File Arr.: Numerical by serial number
Form No.: TD-7

The serialized Safety Equipment Repair Orders are issued by State, county, and certain city police to owners/operators of Class A passenger cars which apparently do not meet the equipment and safety standards established by the Department of Motor Vehicles. The Repair Order requires the owner to have equipment and mechanism inspected by a licensed garage or other facility and correction of defects made within ten days after issue of the Repair Order. Suspension of the registration of the vehicle is mandatory thirty days after issue of the Repair Order, if correction of the defect or defects has not been made and reported to ASED.

Repair Orders are prepared in quintuplicate and distributed as follows:-

1. White original: To the ASED, where a punched card is prepared, showing that the Repair Order has been issued, to whom, address, and the date of issue.
2. Pink copy: For officer's file
- 3, 4, & 5. Yellow, buff, and white copies: Retained by the operator/owner, to be presented to the Inspection Station, all of which copies are certified by the Station in the space reserved for that purpose at the bottom of each ticket. These three copies are then distributed as follows:-

(continued)

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2 (cont.)	<p>3. Yellow copy - Retained by Inspection Station 4. Buff copy - For owner as his receipt 5. White <u>copy</u> - To the ASED, where a second punched card is prepared, showing compliance with the Repair Order.</p> <p>The two punched cards (1 and 5) are forwarded to the Central Accident Records Division and retained as the record copies; the Repair Order copies (1 and 5) are sent to the Unsatisfied Claim and Judgment Fund, where pertinent information is entered in UCJ records, after which the copies are returned to ASED and filed.</p> <p>The two copies filed in ASED are considered nonrecord within the meaning of the statute governing nonrecord material and may be destroyed as soon as no longer needed by the office.</p>	
3	<p>CERTIFICATES OF INSPECTION</p> <p>Size: 4½" x 8" Quantity: 15 card drawers Dates: 1966... File Arr.: Numerical, by serial number Form No.: TD-8</p> <p>After January 1, 1966, used cars being sold either by a dealer or by a private individual are required to be inspected by a licensed dealer, garage, or other such facility, in order to obtain a Certificate of Inspection which is necessary to passage of title. The Certificates are prepared in duplicate and distributed as follows:-</p> <ol style="list-style-type: none">1. White original: Attached to the title at the Department of Motor Vehicles when title passes. This original is permanently retained and is considered the record copy.2. Pink copy: Retained by the inspection facility until deposited with the ASED. This copy is considered non-record material and may be destroyed when no longer needed in the operation of the office.	