

IV. RECORDS RETENTION SCHEDULE

MARYLAND RACING COMMISSION  
DEPARTMENT OF LICENSING AND REGULATION

Schedule No. 612-38

This Schedule Lists Only Those Records  
Created and Used by the

Maryland Racing Commission

RECORDS RETENTION AND DISPOSAL SCHEDULE

DEPARTMENT OF LICENSING AND REGULATION

Maryland Racing Commission

AGENCY

DIVISION

Item No.	Description	Retention
1.	<p><u>APPLICATION FILE:</u></p> <p>Letter size color coded application forms arranged by license number within these categories:</p> <ul style="list-style-type: none"> <li>a. Renewal Form - Owner</li> <li>b. Application for Owner's License and Colors</li> <li>c. Trainer - Renewal</li> <li>d. Assistant Trainer</li> <li>e. Authorized Agent</li> <li>f. Application for Jockey's License</li> <li>g. Jockey Agent</li> <li>h. Veterinarian Fee</li> <li>i. Farrier Fee</li> <li>j. Vendor and Employees of Vendors</li> <li>k. Parimutual Employee</li> <li>l. Caterer Application</li> <li>m. Maintenance Employee</li> <li>n. Tract Employee</li> <li>o. Stable Employee</li> <li>p. Harness Owner</li> <li>q. Trainer - Driver (Harness)</li> </ul> <p>This application file is closed out every calendar year. Upon renewal each applicant receives a different license number.</p>	Retain for three (3) years and audit, then destroy.
2.	<p><u>MASTER INDEX CARDS:</u></p> <p>5" x 8" index cards separated into the same categories as the Application File (item 1 above) and providing information on the following: name, address, type of license, workmen's compensation, date of insurance, date of application, date license number, application denied, any assumed names, date application tabled,</p>	Retain for five (5) years from date of last renewal, then destroy.

Schedule approved by Department, Agency or Division Representative

*[Signature]*  
Signature

Director,  
Administrative Services

July 31, 1975

Title

Date

Schedule Authorized by Hall of Records Commission

Disposal Authorized by Board of Public Works

8/28/75  
Date

*[Signature]*  
Archivist

7/22/75  
Date

*[Signature]*  
Secretary

RECORDS RETENTION AND DISPOSAL SCHEDULE  
(CONTINUATION SHEET)

Item No.	Description	Retention
	<p>date license refused and date license revoked. The reverse sides of these cards contain any rule infractions and suspension penalties. Some cards are tagged with red plastic clips indicating that before license reissue the inspection and approval of the agency head is required.</p>	
3.	<p><u>THOROUGHBRED RACING PROTECTIVE BUREAU FILE:</u></p> <p>Confidential background investigations conducted on applicants by the Thoroughbred Racing Protective Bureau for the Maryland Racing Commission before licenses are granted.</p>	<p>Retain those investigation reports that uncover unfavorable backgrounds for five (5) years, then destroy. All others retain for three (3) years, then destroy.</p>
4.	<p><u>STANDARD BRED RACE FUND ADVISORY COMMITTEE FILE:</u></p> <p>Correspondence concerning the business of this committee interspersed with lists of eligible horses.</p>	<p>Retain for five (5) years, then destroy.</p>
5.	<p><u>HEARINGS CASE FOLDERS:</u></p> <p>This file contains all records concerned with hearings dealing with alleged violations of the Commission's rules. The contents include correspondence, transcripts of hearings, completed application forms, newspaper clippings, chemists reports and photographs.</p>	<p>Retain for twenty-five (25) years from date of final settlement, then destroy.</p>
6.	<p><u>GENERAL ADMINISTRATIVE CORRESPONDENCE FILE:</u></p> <p>An administrative and correspondence file arranged by subject including correspondence pertaining to the functions of this office, jockey contracts, urinalysis test vouchers, saliva tests, bank statements, race track maps, opinions of the Attorney General, cards listing annual revenue for all race tracks, proposed track improvements, etc.</p>	<p>Retain for five (5) years, then destroy.</p>
7.	<p><u>LICENSE STUBS:</u></p> <p>The stub of each license issued is retained in book form. Information shown is name, address, date of issue, type of license and number.</p>	<p>Retain for three (3) years and audit, then destroy.</p>