



STATE OF MARYLAND

DEPARTMENT OF
PUBLIC SAFETY AND CORRECTIONAL SERVICES

MARYLAND STATE POLICE

PIKESVILLE, MARYLAND 21208
AREA CODE 301 486-3101

BLAIR LEE, III
ACTING GOVERNOR

ROBERT J. LALLY
SECRETARY
PUBLIC SAFETY AND
CORRECTIONAL SERVICES

EDWIN R. TULLY
DEPUTY SECRETARY
FOR PUBLIC SAFETY

COLONEL THOMAS S. SMITH
SUPERINTENDENT
MARYLAND STATE POLICE

November 10, 1977

MARYLAND STATE POLICE FILING AND RETENTION SCHEDULE -

DIVISIONS

The attached Unique File Plan and Records Retention Schedule for Divisions has been approved by the Superintendent, State Archivist and the Board of Public Works as indicated by the signatures below. For their control purposes, this schedule has been assigned Numbers 647-1 through 647-19 by the Records Management Division of the Department of General Services.

The File Plan outlines file captions and codes to be used to identify and arrange series of records maintained by your Divisions. The Schedule represents continuing legal authority for retention and disposal of the records listed. Schedules, instructions and related material previously issued which are inconsistent with the attached are hereby superseded and may be destroyed.

It is essential that the unique File Plan and Schedule along with this signature page be kept available for ready reference, to insure that any disposable material be retained only for the period specified and then destroyed.

The effective date for implementation of the unique Filing and Retention Schedule - Divisions will be January 1, 1978.

<u>T. S. Smith</u> Signature	<u>Superintendent, Maryland State Police</u> Title	<u>11/10/77</u> Date
<u>Edward J. Ferguson</u> Signature	<u>State Archivist</u> Title	<u>11/25/77</u> Date
_____ Signature	<u>Secretary, Board of Public Works</u> Title	_____ Date



J. MAX MILLSTONE
SECRETARY

STATE OF MARYLAND

DEPARTMENT OF GENERAL SERVICES

HALL OF RECORDS

P. O. BOX 828

ANNAPOLIS, MD. 21404

TELEPHONE: 269-3915

EDWARD C. PAPENFUSE
STATE ARCHIVIST AND
COMMISSIONER OF LAND PATENTS
GREGORY A. STIVERSON
ASSISTANT STATE ARCHIVIST

November 25, 1977

Retention Schedules No. 647 and No. 647 through 647-19 are being signed and approved with the understanding that any records designated for retention for more than three years and ultimate destruction may be reviewed by the Archives Division of the Hall of Records Commission for possible permanent retention in the Archives. This action will not affect access to the records by the divisions, barracks and posts of the Maryland State Police.

Edward C. Papenfuse
State Archivist and
Commissioner of Land Patents

ECP:st



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COLONEL THOMAS S. SMITH
SUPERINTENDENT
MARYLAND STATE POLICE

June 12, 1978

Maryland State Police Filing and Retention
Schedules - Divisions

The attached revised Unique File Plan and Records Retention Schedules for Divisions has been approved by the Superintendent, State Archivist, and the Board of Public Works as indicated by the signatures below. For their control purposes, these schedules have been assigned Numbers 647-1 through 647-20 by the records Management Division of the Department of General Services.

The Schedule represents continuing legal authority for retention and disposal of the records listed. Schedules, instructions, and related material previously issued which are inconsistent with the attached are hereby superseded and may be destroyed.

The effective date for implementation of the revisions will be June 1, 1978.

T. S. Smith
Signature

Superintendent, Maryland State Police
Title

6/15/78
Date

Signature

State Archivist
Title

Date

N/A
Signature

Secretary, Board of Public Works
Title

Date