

FILING AND RETENTION SCHEDULE

Planning, Research, and Inspection Division

Schedule No. 647-1

This schedule lists those records which, because of some unique characteristic or feature, exclusive retention recommendations have to be applied.

PLANNING, RESEARCH, AND INSPECTION DIVISION

This File Plan and Records Retention Schedule lists only those records created and/or used by the Planning, Research, and Inspection Division.

- G-            General Assignment Files            Identified by consecutive numbers prefixed by "G" consisting of correspondence relating to requests for information concerning organizational structure, policies, types of equipment, etc. Retain for three years. Then destroy.
- A record of general assignments will be maintained in an assignment log. Retain log for five years. Then destroy.
- L-            Legislative Assignment File            Identified by consecutive numbers prefixed by "L" consisting of legislative requests, fiscal analyses and other inquiries concerning legislation. Retain for five years. Then destroy.
- A record of legislative assignments will be maintained in an assignment log. Retain log for five years. Then destroy.
- M-            Manual Project File            Identified by consecutive numbers prefixed by "M" consisting of correspondence or amendments relating to the Agency manual.
- Retain all projects in open file until closed. After projects are closed, transfer to closed file. Retain for three years. Then destroy.
- The file folder containing the individual manual projects will contain thereon a cross reference to the General Order and the Master Manual File number to which it pertains.
- A record of manual projects will be maintained in an assignment log. Retain log three years from date closed. Then destroy.
- MM-          Master Manual File            Contains original copy of the operations manual and original copy of each change thereto.
- Changes will be numbered consecutively and a cross reference will appear on the file folder indicating the General Order number and the Manual Project File involved.

		Retained in Division file for two years after the publication of a new manual; transfer to Records Center for ten years; then transfer to State Archives.
ADM 2-1	General Order Issuance Record	Perpetual chronological record of General Orders issued.
P-	Major Project File	Identified by consecutive numbers prefixed by "P" consisting of studies generated by major project assignments.  A record of major projects will be maintained in an assignment log.  Retain Major Project File five years in Division files and then transfer to the Records Center for fifteen years. Then destroy.  Retain assignment log twenty years in Division files. Then destroy.
B-	Budget Management Files	Contains all analyses and studies generated by the Division in the process of preparing the fiscal year budget for the Agency. This series includes all studies, reports, and projections resulting from audits of fiscal and management programs and the correspondence and reports of the Budget Management Committee of the Agency.
	B-1	General Correspondence - Identified by consecutive number and filed accordingly.
	B-2	Major budget projects, reports, replies, studies, etc., identified by consecutive number and filed accordingly.
	B-3	Budget Committee Files - Identified by consecutive numbers and filed accordingly.
	B-4	Manpower Allocation File - Identified by consecutive number and filed accordingly.  Retain this series of files five years in the Division, then remove to Records Center for five years. Then destroy.
PL	Planning File	Contains Agency plans and all working papers and correspondence relating thereto.

PL-1 Agency Executive Plan	Contains Agency Executive Plan and all correspondence and working papers related thereto. Filed by planning year. Original copy of plan will be retained in Division ten years, then send to Records Center, retained twenty years, then destroy. Working papers and correspondence will be retained in the Division for two years; send to Records Center for eight years, then destroy.
PL-2 Capital Facilities Plan	Contains Agency Capital Facilities Plan and all correspondence and working papers related thereto. Filed by planning year. Original copy of plan will be retained ten years, then send to Records Center, retained twenty years, then destroy. Working papers and correspondence will be retained in the Division for two years; send to Records Center for eight years, then destroy.
GF- Grant Files	This series of records contains documents and forms used in the application for funds from various government agencies and private foundations. The series is subdivided by government agency and foundation.
DOT-1	Expression of Interest File identified by consecutive number and filed accordingly. Retain in file five years. Then destroy.
DOT-2	Active Project File identified by consecutive number and filed accordingly. Contains all active DOT-funded projects.
DOT-3	Inactive Project File - When DOT files become inactive remove from active file and place in this file consecutively. Retain for five years and until audited. Then destroy.
LEAA-1	Expression of Interest identified by consecutive number and filed accordingly. Retain in file five years. Then destroy.
LEAA-2	Active Project File identified by consecutive number and filed accordingly. Contains all active LEAA-funded projects.
LEAA-3	Inactive Project File - When LEAA files become inactive remove from active file and place in this file consecutively. Retain for five years and until audited. Then destroy.

SA-	State Aid for Police Protection Fund File (SAPP)	This series of records contains supportive data for the administration of the State Aid for Police Protection Fund.
SA-1		General Correspondence concerning SAPP filed chronologically. Retain three years. Then destroy.
SA-2		Administrative File for SAPP filed by subdivision or municipality. Retain three years and until audited then transfer to Records Center for five years. Then destroy.
SA-3		Administrative correspondence with the Department of Budget and Fiscal Planning; file chronologically. Retain three years. Then destroy.
SA-4		Annual Report File - Contains a copy of the Annual Report and associated work papers, filed chronologically by fiscal year. Retain five years. Then destroy.
OPS-20	Summary of Administrative Investigations File	<p>Consists of copies of MSP Form #83, arranged by installation designator, showing the total number of cases processed and the number of hours required for the following administrative investigations conducted by all field installations.</p> <ol style="list-style-type: none"> <li>1. Complaints</li> <li>2. Service of Warrants</li> <li>3. Miscellaneous Investigations</li> <li>4. Police Commissions</li> <li>5. Service of Summons</li> <li>6. Gun Purchases</li> <li>7. Gun Permits</li> </ol> <p>Retain in Division file for three years. Then destroy.</p>
WA	Work and Activity File	This series consists of semi-monthly Work and Activity Reports of the administrative personnel in the Division. It is subdivided by number. Retain three years. Then destroy.
F	Master Forms File	<p>This file will contain the master copy of each approved Agency form. Filed numerically by form number.</p> <p>Retain forms as a perpetual file by updating when amended or revised. Retain obsolete forms in Division for three years and until no longer needed, then destroy.</p>