

FILING AND RETENTION SCHEDULE

Intelligence Division

Schedule No. 647-2

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

INTELLIGENCE DIVISION

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| 1 | Motor Vehicle Administration | Contains requests for data relating to fictitious operators licenses and vehicle registrations and reports which request Motor Vehicle Administration to retest Maryland licensed motor vehicle operators. |
| | | Retain until license and related correspondence expire, then destroy. Record copy at Motor Vehicle Administration. |
| 200 | Out-of-State Tag Records | Contains requests from out-of-state police agencies for Maryland tags and requests from Maryland State Police for out-of-state tags to be used on vehicles involved in undercover activities. |
| | | Retain until tags expire, then destroy. |
| 201 | Telephone Subpoenas | Contains telephone subpoena requests which have been submitted by members of the Maryland State Police. |
| | | Retain for three years and until no longer needed, then destroy. |