

DEPARTMENT OF GENERAL SERVICES  
Records Management Division

SCHEDULE NO. 647-2A

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RECORDS RETENTION AND DISPOSAL SCHEDULE

Department of Public Safety  
and Corrections

Maryland State Police  
Special Services Division

AGENCY

DIVISION

Item No.	Description	Retention
<u>SUPERSEDES SCHEDULE #647-2</u>		
1800.	<p><u>Ad Hoc Organization</u></p> <p>Contains correspondence issued by the organization with which current membership is maintained. File subdivided by organization, e.g. El Paso Intelligence Center (EPIC), Law Enforcement Intelligence Unit (LEIU), etc. Information is considered sensitive, access is limited to Agency employees.</p>	Retain for three years after issue date, then destroy.
1801.	<p><u>Equipment Brochures</u></p> <p>Contains brochures used for preparing budgetary requests of equipment needed by the Division.</p>	Retain until equipment is obtained/no longer requested, then destroy.
1802.	<p><u>Publication File</u></p> <p>Contains copies of newsletters, magazines, newspapers. This material will be filed by issue date.</p>	Retain five years, then destroy.
1803.	<p><u>Research File</u></p> <p>Contains an index of 5 x 8 cards by target group/event referencing to specific information in public source documents, i.e. books, newspapers, etc.</p>	Retain as long as needed, then destroy.
1804.	<p><u>Vehicle Registrations</u></p> <p>Contains an index of 5 x 8 cards subdivided by type of vehicle (i.e. boat, airplane, or automobile) and the state of registration. Included on each card will be the reason for the initiation of the information.</p>	Retain as long as information is current, then destroy.
1805.	<p><u>Telephone Subscriber File</u></p> <p>Contains an index of 5 x 8 cards subdivided by state and exchange number. Included on each card will be the reason for the initiation of the information.</p>	Retain as long as information is current, then destroy.

Schedule Approved by Department,  
Agency, or Division Representative

Schedule Authorized by  
Hall of Records Commission

8-2-83 *Paul R. Harbo* Captain  
Date Signature Title

\_\_\_\_\_  
Date State Archivist

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Item No.	Description	Retention
1806.	<p><u>Working Fund Bank</u></p> <p>Contains a bound ledgerbook with prenumbered pages listing all transactions involving the purchase of narcotics, stolen property, or the payments to confidential informants. The information to be recorded in the ledgerbook will consist of a case number, name of the investigator and his signature, date of advance, signature of approving supervisor in the "Out" column, and signature of supervisor in the "Receiving" column.</p>	<p>Retain five years and until audited, then destroy.</p>
1807.	<p><u>Out-of-State Registration Plates</u></p> <p>Contains unissued registration plates and correspondence of requests to states for issuance of plates. Subdivided by state.</p>	<p>Retain until plates are expired, then destroy.</p>
1808.	<p><u>Fictitious Credit Card File</u></p> <p>Contains correspondence to individual credit companies requesting issuance to their cards to Agency operatives under aliases. Also contains copies of MSP 111, Uniform Record Issue Slips, and annual memorandums to Finance Division detailing which cards are presently in use.</p>	<p>Retain three years, then destroy.</p>
1809.	<p><u>Electronic Surveillance</u></p> <p>Contains copies of Electronic Equipment Log* (MSP 18-3), Master Wiretap Index (MSP 18-4), Consent to Use of Eavesdrop Equipment (MSP 18-29), and Electronic Surveillance Log (MSP 18-25).</p>	<p>*Retain one year, then destroy.</p> <p>Retain all other forms for one hundred years or until information is no longer critical, then destroy.</p>
1810.	<p><u>Telephone Subpoena File</u></p> <p>Contains copy of Multiple Telephone Number Request (MSP 18-12).</p>	<p>Retain three years, then destroy.</p>
1811.	<p><u>Fictitious Driver License File</u></p> <p>Contains folders in alphabetical order of the covert operators of the Agency that have fictitious driver licenses issued to them. Each folder also contains letters for either the issuance of or return of, the fictitious license.</p>	<p>At least annually, this file will be reviewed for purging.</p>

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1812.	<p><u>Intelligence File</u></p> <p>Contains magazines, newspaper clippings, photographs, personal information forms, etc., pertaining to organizations and/or individuals suspected or known to violate the U.S./Maryland laws.</p>	<p>Retain information as long as valuable. File will be reviewed annually to purge useless information.</p>
ops 23-2	<p><u>Incident Reports</u></p> <p>Contains all Incident Reports (form MSP 88) with applicable supplementary reports attached, Request for Laboratory Examination (form MSP 67), and Examination/Analysis Results (forms MSP 67B and 67C) where applicable. Record copies maintained by the originating source.</p>	<p>Retain open reports until suspended or closed. Retain suspended and closed reports five years, or longer, if needed. Then forward to State Records Center for destruction after twenty-five additional years.</p>
24-2	<p><u>Criminal Investigation Report File</u></p> <p>Contains folders that are filed by the alpha-numeric system that is unique within the Division. Each folder will be the only location for every document (except identification forms on confidential informants) used to report each investigative process leading to the closing or suspension of a case.</p>	<p>Retain open reports until suspended or closed. Retain suspended reports five years or longer, if needed. Retain closed reports five years after final adjudication. Then forward to State Records Center for destruction after seventy-five years additional retention.</p>