

FILING AND RETENTION SCHEDULE

Training-Personnel Division

Schedule No. 647-4

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

TRAINING-PERSONNEL DIVISION

PER PERSONNEL ADMINISTRATION

5 Official Personnel
 Files (Uniformed)

 Contains case folders arranged alphabetically containing the basic documents relating to the career of each uniformed member of the Maryland State Police. Documents may include career personnel actions such as assignments, reassignments, classifications and promotions, emergency information such as next of kin, survivor benefits and insurance data may also be included along with documents which reflect qualifications, efficiency, awards and certificates of clearance or security determination, subdivided as needed.

 Retain in Training-Personnel Division in its entirety for five years after retirement, resignation or demise, then purge all extraneous material. Retain for an additional five years, then transfer to a State Records Center for ten years, then destroy. Upon transfer to the State Records Center, Personnel folders should contain documents relating to training/examinations, efficiency, complaints, file procedures, pre-appointment, accidents, discipline and ratings.

6 Official Personnel
 Files (Civilian)

 Contains case folders arranged alphabetically containing the basic documents relating to the career of each civilian member of the Maryland State Police. Documents may include career personnel actions such as assignments, reassignments, classifications, and promotions. Emergency information such as next of kin, survivor benefits and insurance data may also be included along with documents which reflect qualifications, efficiency, awards and certificates of clearance or security determination. Subdivide as needed.

 Example:

- 6-1 Request for Transfer or Withdrawal
- 6-2 College Record by Semester
- 6-3 Efficiency Ratings
- 6-4 Personnel Orders
- 6-5 Founded Complaints and Records
 Involving Disciplinary Action
- 6-6 Commendations
- 6-7 Agency Photograph

PER

Retain in Training-Personnel Division for five years after retirement, resignation or demise, then retire to a State Records Center for twelve years, then destroy.

11 Recruitment Files

Contains documents, lecture schedules, brochures and packets relating to the advertising programs used in recruiting campaigns. Posters, still pictures, motion pictures and similar or related materials may be included and arranged in any pattern suitable to the users.

Screen annually, destroy obsolete and superseded material. All other material, retain for three years and until no longer needed, then destroy.

15 Personnel Order Files

Consist of the record copy of all Personnel Orders issued by the Division to announce appointments, assignments, transfers, promotions, demotions, suspensions, dismissals, restorations and retirements.

Retain in Training-Personnel Division until superseded or rescinded or for three years, whichever is later, then destroy.

400 Performance Analysis Board Files

Contains minutes, memoranda, notes and related material accumulated as a result of Performance Analysis Board meetings. The board, appointed by the Superintendent on a rotating basis meets periodically to review and recommend Maryland State Police nominations for the Governor's Commendation and Certificates of Appreciation or Recognition for outstanding performance above and beyond the call of duty. The appointed secretary is responsible for maintaining all records of the board and will transfer same to the succeeding secretary.

Screen periodically to remove handwritten notes, duplicate copies and other non-record material. Remaining material retain for a minimum of three years and until no longer needed, then destroy.

OPS LAW ENFORCEMENT OPERATIONS

2 Employee Investigation Files
Contains case folders arranged alphabetically by name of employee or potential employee including applicants for the Trooper/Cadet Program. Each folder may contain the original application for employment, test results and any other documents which relate to the investigation and qualification of the applicant.

Case folders of applicants who are accepted or appointed; retain in Training-Personnel Division until employment terminates, then purge with Official Personnel Files (PER 5 or PER 6) and dispose of accordingly.

Case folders of Troopers and Cadets not accepted or appointed; retain in Training-Personnel Division for three years, then retire to a State Records Center for ten years, then destroy.

TPD TRAINING

401 Training Media Files
Contains documents accumulated by personnel engaged in training operations, particularly the conduct of training. Included are training schedules, programs, lesson plans, research data, directives and similar or related documents. (This collection of records may be arranged by training cycle, training subject or any other pattern which is convenient to the user).

Screen annually, destroy obsolete and superseded material such as pamphlets, manuals, and extra copies of reproduced directives. All other material retain for three years and until no longer needed, then destroy.

402 Blood-Alcohol Report Files
Consists of case files arranged by case number which contain reports showing the results of chemical tests conducted to determine the alcohol content of blood which has been submitted for analysis.

Retain for five years, then destroy.

TPD

403

Breathalyzer Operator
Files

Consists of case files containing documents which relate to training, testing and certification of licensed breathalyzer operators assigned to all police agencies throughout the State.

Retain in active file while current. Upon failure to renew certification, move to an inactive file for three years, then destroy.