

FILING AND RETENTION SCHEDULE

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.

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 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 Efficiency Ratings
 - 6-3 Personnel Orders
 - 6-4 Founded Complaints and Records
 Involving Disciplinary Action
 - 6-5 Commendations
 - 6-6 Agency Photograph

PER

Retain in 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 Personnel Division for three years after superseded or rescinded. 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.

PER

401 Trooper Applicants
and Control Ledger

Contains case folders arranged chronologically (application date) by the employee or potential employee. Each folder may contain the original application, test results and any other documents which relate to the investigation and qualification of the applicant.

Applicants will be recorded on the Trooper Applicant Control Ledger and assigned a sequential control number when the application is received. Trooper Applicant Control Ledger will be retained in Personnel Division for five years, then retired to a State Records Center for ten years. Then destroyed.

Case folders of applicants accepted or appointed will be transferred to the appropriate Official Personnel File (PER 5), retained in the Personnel Division until employment terminates.

Case folders of applicants not accepted or appointed will be retained in Personnel Division for three years, then retired to a State Records Center for ten years. Then destroyed.

402 Cadet Applicants
and Control Ledger

Contains case folders arranged chronologically (application date) by the employee or potential employee. Each folder may contain the original application, test results and any other documents which relate to the investigation and qualification of the applicant.

Applicants will be recorded on the Cadet Applicant Control Ledger and assigned a sequential control number when the application is received. Cadet Applicant Control Ledger will be retained in Personnel Division for three years, then retired to a State Records Center for ten years. Then destroyed.

Case folders of applicants accepted or appointed will be transferred to the appropriate Official Personnel File (PER 6) and retained in the Personnel Division until employment terminates.

