

FILING AND RETENTION SCHEDULE

Criminal Records Central Repository

Schedule No. 647-7

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

CRIMINAL RECORDS CENTRAL REPOSITORY

GENERAL CLERICAL UNIT

OPS LAW ENFORCEMENT OPERATIONS

- 24 Criminal Investigation Report Files (Opened and Closed) Contains all Criminal Investigation Reports with applicable supplementary reports attached and crime scene negative included (Forms #51, #57, #70, #74, #75, #78, #89, and #97). Record copies maintained by the local installations.
- Retain for current year and one additional year, then transfer to a State Records Center for five years, then destroy.
- 25 Missing Persons Report Files (Opened and Closed) Contains documents used to report runaways, escapees, and missing persons (Form #79). Record copies maintained by the local installations.
- Retain open reports current year and one additional year, then destroy. Closed reports: destroy upon closing.
- 26 Vehicle Report Files (Opened and Closed) Contains records which identify those vehicles recovered and stored by the Maryland State Police (Form #91 with supplements). Record copies maintained by the local installations.
- Retain open reports current year and one additional year, then destroy. Closed reports: destroy upon closing.
- 26-2 Car Storage Card File Index cards used to cross reference Vehicle Report files.
- Maintain concurrently with Vehicle Reports as shown at OPS 26.

FIS

- 304 Daily Cash Receipt File Contains copies of unnumbered forms used to receipt for and transmit to Finance Division, fees received for copies of various reports and/or photographs.
- Retain in CRCR for three years, and until audit, then destroy.

FINGERPRINT UNIT

CRCR

- 700 Master Criminal Fingerprint File Fingerprint cards are forwarded to the Fingerprint Unit from all law enforcement agencies in the state covering arrests made by these agencies. MSP Fingerprint Unit is the State Repository for all criminal arrests, fingerprint cards.
- Retain in active file until subject reaches 75 years of age then move to inactive file for 25 years, then destroy.
- 701 Amputee Fingerprint File Fingerprint cards for subjects who have missing or mutilated fingers or hands.
- Retain in active file until subject reaches 75 years of age then move to inactive file for 25 years, then destroy.
- 702 Duplicate Fingerprint File (Criminal) Duplicate or subsequent fingerprint cards received from other law enforcement agencies and penal institutions. Used as an alphabetical index to the Master File.
- Film in two-year accumulations. Destroy cards one year after filming. Retain film in active file for 75 years, then move to inactive file for 25 years, then destroy.
- 703 Fingerprint File (Non-Criminal) Fingerprint cards for employees of Penal Institutions, Detective Agencies, Special Police, State Police applicants and subjects who have applied to carry handguns.
- Film in two-year accumulations. Destroy cards one year after filming. Retain film in active file for 75 years, then destroy.
- (416) 704 Deceased Identified Fingerprint (416) File Fingerprints of subjects found dead who were identified.
- Retain in CRCR for three years, then transfer to a State Records Center for five years, then destroy.
- (417) 705 Deceased Unidentified Fingerprint (417) File Fingerprints of subjects found dead who can not be identified.
- Retain in CRCR three years, then destroy.

710 Annual Report File Contains statistical reports prepared with information collected from the Monthly Report and submitted to the Superintendent for his information.

Retain in CRCR for 25 years, then forward to a State Records Center for permanent retention.

OPS

50 Criminal Arrest Report Files Contains copies of all Criminal Arrest Reports which originate at MSP installations. Reports are used to collect statistical data for the UCR. Record copy at Criminal Records Unit.

UCR Unit destroy after statistical purposes have been served.

CRIMINAL RECORDS UNIT

OPS LAW ENFORCEMENT OPERATIONS

50 Criminal Arrest File (Supported by B.I. No.) Contains copies of those arrests which are supported by B. I. numbers (Form #53). These Arrest Reports which also show case disposition are received from all Maryland State Police Installations (adult cases only).

Microfilm closed cases systematically. Retain originals for one year, then destroy. Retain microfilm for 25 years, then destroy.

51 State Identification (SID) File Consist of case folders arranged numerically by a State Identification Number which is issued to each new arrestee. The folders contain rap sheets and correspondence relating to the subjects criminal arrests and dispositions, some of which may be updates for subjects previously included in the BI, 209 and 211 rap sheet files.

Purge concurrently with those criminal records which must be expunged, microfilmed, stored or destroyed in accordance with established laws and procedures.

OPS

- 52 Criminal Arrest File (Unsupported by B.I. Number) Contains copies of those arrests which are not supported by B. I. Numbers (Form #53). These Arrest Reports which also show case disposition are received from all Maryland State Police installations (adult cases only).

Microfilm closed cases systematically. Retain originals for one year, then destroy. Retain microfilm for 25 years, then destroy.
- 52-1 Barrack Identification (BI) File 16m microfilm of criminal case records containing criminal data on subjects arrested between 1935 and 1965. Original records destroyed.

Retain microfilm for 25 years, then destroy.
- 53 Criminal Arrest File (Juvenile) Contains copies of criminal arrest reports and case dispositions which are supported by B. I. Number. These arrest reports are received from all Maryland State Police installations (juveniles only).

Microfilm closed cases systematically. Retain originals for one year, then destroy. Retain microfilm for 25 years, then destroy.
- 54 Master Index File 3X5 Card index showing names of persons, places and incidents which identify and is used to reference records maintained by Criminal Records Central Repository.

Purge according to its usefulness.
- 54-1 Mental Name File 3X5 Cards which contain names and other pertinent data on subjects discharged from Maryland State Mental Institutions. Gun Purchase and Gun Permit Applicants are cross-checked by this file.

Purge according to its usefulness.
- 54-2 Photographic Negative (Mug Shot) File Contains the negative of all photographs taken of persons arrested for committing a crime. This is the master file from which photographs are provided to all installations of the Maryland State Police.

Retain in Criminal Records Central Repository for ten years, transfer to a State Records Center for 25 years, then destroy.

OPS

209 209 Criminal Rap
Sheet File

16m microfilm of FBI and other law enforcement agencies' copies of subjects criminal arrest reports and disposition. This series of records has been replaced by the SID File indicated at OPS 51.

Destroy original records. Retain microfilm for 25 years, then destroy.

211 211 Criminal Rap
Sheet File

16m microfilm of FBI and other law enforcement agencies' copies of subjects criminal arrest reports and disposition. This series of records was formerly referred to as the 209 file.

Destroy original records. Retain microfilm for 25 years, then destroy.