

FILING AND RETENTION SCHEDULE

Motor Vehicle Division
and Garages

Schedule No. 647-8

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

MOTOR VEHICLE DIVISION
AND GARAGES

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| 800 | Master Car Index | <p>Contains 3X5 cards prepared for each Maryland State Police car showing the current car number, serial number, date of delivery and color. Cards may also show confidential license tag number if assigned.</p> <p>Retain as long as car is in service or three years, whichever is later, then destroy.</p> |
| 801 | Accident and Repair File | <p>Contains copies of the detailed accident report, teletypes, estimates and bills for repairs or salvage of Agency vehicles involved in accidents.</p> <p>Retain files on repaired cars as long as car is in service, then destroy. Record copy maintained by Central Accident Records. Files on salvaged vehicles, destroy after three years.</p> |
| 802 | Motor Vehicle Maintenance Files | <p>Consists of alphabetically arranged folders which contain brochures, bulletins and specification sheets on tools, equipment, parts and devices which may be required for the maintenance of Maryland State Police vehicles.</p> <p>Non-record material. Screen annually to destroy obsolete and rescinded material.</p> |
| 803 | Car In and Out File | <p>Contains numerically arranged records which document the receipt of new Maryland State Police vehicles. Records may contain the delivery ticket or invoice from the dealership and an unnumbered form showing the assigned car number, make, serial number, date received and date serviced and released.</p> <p>Retain as long as car is in service, then destroy. Master Car Index becomes the record.</p> |

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804 Car Number Change File Contains copies of Special Orders published by Motor Vehicle Division which authorize the assignment or identification number of a Maryland State Police car to be changed. Record copy maintained by Finance Division.

Retain as long as the assignment or car number is effective, or as long as the car is in service, whichever is later, then destroy.

805 Motor Vehicle Repair Order File Contains copies of Repair Order Form #1 (routine repair) or Repair Order Form #2 (accident repair or outside repair) which are completed at all shops to show extent of repairs or parts replacement on Agency vehicles. Record copy maintained by Finance Division.

Motor Vehicle Division and Division Shops retain as long as vehicle is in service, then destroy.

806 Downtime Repair Books Indexed by division shops, the books contain unnumbered forms showing the car number, make, mileage, date in and date out for repairs, type of repair and warranty number.

Retain as long as car is in service, then destroy as non-record material.

807 Stock Inventory/Control Records Contains forms or cards used to account for the receipt and use of parts required to repair Maryland State Police vehicles assigned to the garage.

Retain for three years and until no longer needed, then destroy.

808 Tire and Battery Inventory File Contains copies of Form #1 and Form #2 which show the daily use and monthly inventory of automobile tires by size and make, and Form #145 which shows the monthly inventory of batteries. Record copies maintained by Supply Division.

Retain for current year, and one additional year, then destroy.