

FILING AND RETENTION SCHEDULE

Investigation Division

Schedule No. 647-10

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

INVESTIGATION DIVISION

OPS

- 2 Trooper Applicant Investigation Files Contains investigation reports, interview sheets, questionnaires and related papers accumulated during the investigation of an applicant for Maryland State Police employment.
- Upon completion of discontinuance of investigation, remove to a closed file, retain for three years, then destroy. Record copy at Training/Personnel Division.
- 3 Warrant Files Contains state-wide warrants for arrests including information on the accused, violation, place, time of trial and arresting officer.
- Retain open warrants in Investigation Division. Closed warrants; cut-off annually, retire to a State Records Center for 50 years, then destroy.
- 4 Correctional Officers Files Contains investigation reports, interview sheets, questionnaires and related papers accumulated during the investigation of applicants for employment with the correctional system.
- Upon completion or discontinuance of the investigation, remove to a closed file for three years, then destroy.
- 7 All Other Applicant Investigations These files consist of inquiries and investigations for employment as requested by other police departments, Federal Bureau of Investigation, and various commercial agencies.
- Upon completion of discontinuance of investigation, remove to a closed file for three years, then destroy.
- 21 Complaint Control Ledger Contains all pages of the Complaint Control Ledger in numerical sequence (Form #94).
- Retain in Investigation Division for three years, then forward to State Records Center for destruction after twenty years additional retention.

OPS

- 23 Incident Reports Contains all Incident Reports with applicable supplementary reports attached (Form #88).
Retain open reports until suspended or closed. Retain suspended report five years, or longer, if needed. Then forward to State Records Center for destruction after 100 years additional retention. Retain closed reports three years, then destroy.
- 24 Criminal Investigation Reports Contains all Criminal Investigation Reports with applicable supplementary reports attached (Forms #51, #57, #70, #74, #75, #78, #89, and #97).
Retain open reports until suspended or closed. Retain suspended reports five years, or longer, if needed. Then forward to State Records Center for destruction after 100 years additional retention. Retain closed reports three years after final adjudication. Then forward to State Records Center for destruction after 75 years additional retention.
- 24-1 Fraud File Contains Criminal Investigation Reports and related papers which accumulate during the investigation of subjects accused of fraud associated with welfare, social security or payments received for unemployment.
Retain open reports until suspended or closed. Retain suspended reports five years, or longer, if needed. Then forward to State Records Center for destruction after 100 years additional retention. Retain closed reports three years after final adjudication. Then forward to State Records Center for destruction after 75 years additional retention.
- 67 Criminal Polygraph File Contains graphs, copies of examiner's findings and all related data dealing with Polygraph examinations involving criminal matters. Record copy maintained by the appropriate Polygraph Operator.
Retain in Investigation Division for three years, then destroy.

OPS

67-1

Non-Criminal Polygraph
File

Contains graphs, copies of examiner's findings and all related data dealing with Polygraph examinations involving non-criminal matters such as Trooper and Cadet Applicants.

Retain in Investigation Division for five years, then destroy.

INVESTIGATION DIVISION

OPS

- 2 Applicant Investigations Contains log of requests for investigation of trooper applicants, cadet applicants, and civilian applicants for Maryland State Police employment on Investigation Assignment Record (Form #65).

Retain log three years after investigations are complete. Then destroy.
- 3 Warrant Files Contains state-wide warrants for arrests including information on the accused, violation, place, time of trial and arresting officer.

Retain open warrants in Investigation Division. Closed warrants; cut-off annually, retire to a State Records Center for 50 years, then destroy.
- 4 Correctional Officers Files Contains investigation reports, interview sheets, questionnaires and related papers accumulated during the investigation of applicants for employment with the correctional system.

Upon completion or discontinuance of the investigation, remove to a closed file for three years, then destroy.
- 7 All Other Applicant Investigations These files consist of inquiries and investigations for employment as requested by other police departments, Federal Bureau of Investigation, and various commercial agencies.

Upon completion of discontinuance of investigation, remove to a closed file for three years, then destroy.
- 21 Complaint Control Ledger Contains all pages of the Complaint Control Ledger in numerical sequence (Form #94).

Retain in Investigation Division for three years, then forward to State Records Center for destruction after twenty years additional retention.