

FILING AND RETENTION SCHEDULE

Automotive Safety Enforcement Division

Schedule No. 647-12

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

AUTOMOTIVE SAFETY ENFORCEMENT DIVISION

ASED

1200 Inspection Station
Files

Contains case filed copies of all documents relating to the application, investigation and issuance of licenses to authorized inspection stations throughout the state. The series is arranged numerically by inspection station number and contain the following documents.

1. Application for License
2. Report of Investigation
3. Applications and approvals for mechanics, supervisors and other required operational personnel
4. Reports and correspondence which relate to the criminal background investigation
5. Employee Driving Record
6. Station Progress Report
7. Motor Vehicle Inspection Complaint Report with related documents and attachments
8. Station Supervisor Record (ASED Form #47)
9. Station Complaint Summary

This series of records remain active as long as the station continues in the inspection program. Once the station is eliminated from the program, the file is moved to an inactive area, to which this entry applies.

Retain inactive files in ASED for one year, then transfer to a State Records Center for an additional four years, then destroy.

1201 Repair Order Files

Contains numerically arranged folders which may contain any or all of the following documents.

1. Original copy of the Safety Equipment Repair Order issued to the vehicle owner indicating that the vehicle is being operated with defective equipment.
2. A copy of the Suspension of Registration Notice which is issued to the vehicle owner if the defective equipment has not been corrected within 30 days.

ASED

3. A copy of the Tag Pick-up Order which is issued if the defective equipment has not been corrected within 40 days.
4. State Police Postal Card (copy 5) of the Safety Equipment Repair Order which is forwarded to the Automotive Safety Enforcement Division by the owner showing that the defective equipment has been repaired.

Retain in ASED until certification has been received indicating that the defective equipment has been repaired, then administratively close the case, retain for three years, then destroy. Repair Orders for which no certification of repair is received, destroy after three years.

1202 Inspection Equipment
Approval Files

Contains documents which show the approval for use, specific types of maintenance and inspection equipment required at Authorized Inspection Stations.

Retain in ASED until equipment is removed from inventory, then destroy.

1203 Release Files

Consists of alphabetically arranged folders which contain copies of the License Tag Release Authorization which is issued to the owner and to the Motor Vehicle Administration to show that tags previously suspended for operating a vehicle with defective equipment can not be released.

Retain in ASED for three years, then destroy.

1204 Air Quality
Control Files

Contains documents received from Federal, State, County and commercial institutions which concern air quality control as it relates primarily to motor vehicles. Included in these files are materials which contain information relating to motor vehicle emission inspection equipment, including contracts, leases, warranties for such equipment, federal requirements for exhaust emission control and ventilation manufacturers and visible emission equipment. Subdivide as needed.

Retain in ASED until no longer needed, then destroy.

ASED

- 1205 Noise Control Files Contains materials received which relate to noise control and monitoring of the same by ASED. Included in this file are reports, contracts, leases, and warranties for sound level meters and related systems used to monitor noise pollution.
- Retain in ASED for three years and until no longer needed.
- 1206 Vehicle Examination Files Contains Reports of Investigations of alleged vehicle defects such as faulty brakes, steering, exhaust system or worn tires which may or may not have resulted in accidental death or serious injury. Requests for these investigations are received from all law enforcement agencies in the State of Maryland (ASED Form #46).
- Retain in ASED for five years, then destroy.
- 1207 Complaints File Contains copies of correspondence in various formats which respond to complaints concerning speedometer accuracy, used car dealer violations and related allegations against a party other than an inspection station.
- Retain in ASED for five years, then destroy.
- 1208 Equipment Manufacturers File Contains brochures, specification sheets, pamphlets, price lists and related materials received from manufacturers of test and inspection equipment, used at inspection stations.
- Screen periodically, retain desired material in ASED until no longer needed, then destroy.
- 1209 Car Manufacturers File Contains pamphlets, brochures, specification sheets, schematics, and related material received from car and car equipment manufacturers, which show safety features in design and construction as applied to certain motor vehicles.
- Screen periodically, retain in ASED until no longer needed, then destroy.

ASED

- 1210 Special Vehicle File Contains brochures, pamphlets and schematics which outline detailed safety specifications for multi-purpose, special built, reconstructed and seasonal farm vehicles. The specifications show safety requirements for windshield, directional signals, rear-view mirrors, seat belts, fenders, bumpers, engine enclosures for such vehicles, and information regarding titling, registration, and insurance.
- Screen periodically, retain in ASED until no longer needed, then destroy.
- 1211 Inspection Laws These files contain copies of laws and regulations received from other agencies (State, Outer-State, Commercial) which establish safety specification for motor vehicles. Included are materials received from the Periodic Motor Vehicle Inspection Task Force which relate to safety practices and proposals recorded by the Task Force, along with materials which relate to all phases of motor vehicle inspection. Material received from the American National Standards Institute are also included in these files. Subdivide as needed.
- Screen periodically, retain in ASED until no longer needed, then destroy.
- 1212 American Association of Motor Vehicle Administrators File Contains copies of minutes of the Engineer and Vehicle Inspection Committee and materials received which reflect data on traffic safety, motor vehicle engineering standards and modifications, and related information which could influence the operational functions of the division.
- Retain in ASED until no longer needed, then destroy.