

FILING AND RETENTION SCHEDULE

Truck Weight Enforcement Division

Schedule No. 647-13

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

TRUCK WEIGHT ENFORCEMENT DIVISION

TWED

- 1300 Weight Calibration Charts These charts when completed, detail the accuracy/inaccuracy of fixed and portable weight scales.
Retain for three years, then destroy.
- 1301 Weight Record Files Contains the Division copy of the weight record by axle issued to defendants along with the summons for weight violations. (MSP Form #44A).
Retain for three years, then destroy.
- 1302 Daily Weight Report Summary Contains the summary of arrests and warnings issued daily by scales and roving patrols for weight, road fuel tax and related violations (MSP Form #44).
Retain for three years, then destroy.
- 1303 Disposition of Arrest Summary Contains the monthly recapitulation of arrest dispositions for defendants accused of weight, road fuel tax and related violations (TWED Form #6).
Retain for three years, then destroy.
- 1304 Crew Activity Daily Report Arranged by name of Trooper, showing a daily report of his activity including the number of trucks inspected for weight, road fuel tax or related violations (TWED Form #1).
Retain for three years, then destroy.
- 1305 Monthly Weight Enforcement Summary Contains the monthly recapitulation of overweight, road fuel tax and related activities by each roving patrol and scale house (TWED Form #2).
Retain for three years, then destroy.
- 1306 Annual Weight Enforcement Summary Contains the annual recapitulation of overweight, road fuel tax and related activities by month, sub-totaled by quarter (TWED Form #3).
Retain for three years, then destroy.

TWED

1307

Report of Safety of
Operation -
Commercial Vehicles

Contains copies of the inspection results of motor carriers operating on Maryland roads which are subject to Interstate Commerce Commission Rules and Regulations (TWED Form #4). Original report is forwarded to the Bureau of Motor Carrier Safety.

Retain for three years, then destroy.