

FILING AND RETENTION SCHEDULE

Executive Protection Division

Schedule No. 647-17

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

EXECUTIVE PROTECTION DIVISION

- 1700 Employee Investigation Files Contains case files containing reports of investigations of personnel employed by or seeking employment with the State of Maryland Executive Department.
- Case folders of personnel accepted for employment; retain until employment terminates, then destroy. Case folders of personnel not accepted for employment; retain for three years, then destroy.
- 1701 Subversive Activities and Threats Files Contains informational reports and reports of investigations accumulated from the collection, evaluation and investigation of subversive activities, groups, threats, or other conditions which potentially or actually endanger the security of the Governor or Lieutenant Governor of the State of Maryland.
- Retain in Executive Protection Division permanently.
- 1702 Accident and Property Damage Files Contains reports and investigations of accidents in the Governors Mansion or on the mansion grounds involving visitors or guests. Included are investigations of traffic collisions involving departmental vehicles and reports of damage to other departmental equipment or property.
- Destroy after three years, and when no longer needed.