

FILING AND RETENTION SCHEDULE

Electronic Services Division

and Field Shops

Schedule No. 647-18

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

ELECTRONIC SERVICES DIVISION

ESD

- 1800 Teletype Files (Action) Contains copies of incoming, and original authenticated copies of outgoing teletypes maintained as a record to document actions of primary interest to the division.
- Retain for three years, and until no longer needed, then destroy.
- 1801 Teletype Files (Information) Contains copies of incoming teletypes received from other activities for general information purposes that require no action and are not required for documentation of specific functions.
- Retain until no longer needed, then destroy.
- 1802 Plat and Site Plan Files Contains copies of site plans, blue prints; drawings, specifications and related data accumulated in connection with the installation, removal or modification of Maryland State Police communications facilities.
- Retain until project is complete, then forward to Capital Improvements Division for permanent retention.
- 1803 Technical Data Files Contains schematics, manuals, catalogs, buyers guides and related material required for use in the purchase and maintenance of radios and test equipment utilized by the Maryland State Police.
- Destroy as non-record material when superseded, obsolete or no longer needed for reference.
- 1804 Radio Repair Order Files Contains copies of the Electronic Services Division Repair Order forms which are completed at all shops to show extent of repairs or parts replacement on radios and test equipment maintained by the specific shop. Requests for services (Form #196) are attached.
- Electronic Services Division retain the record copy (white) as long as the equipment is on inventory, then destroy. Electronic Services Division Supply Section retain the Stockroom copy (pink) for three years and until audit, then destroy. Field shops retain the hardback copy for the current year and one additional year, then destroy.

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- 1805      Equipment Master Index      Contains various arrangements of 3X5 card files which show the type of equipment, model number, vendor and other descriptive data used to identify the equipment. Cards also reflect inventory status and area of assignment by car number and installation. Assigned frequencies are also shown.
- Retain for three years and until no longer needed, then destroy.
- 1806      Contract Files      Arranged alphabetically by vendor, this file contains copies of contracts which have been awarded for electronic parts required for the repair of radios and test equipment.
- Retain as long as the contract is in effect, then destroy.
- 1807      Station License Files      Contains correspondence and completed forms which document the application and approval of all licenses to operate and radio frequencies for fixed stations and mobile units of the Maryland State Police and allied agencies of the State of Maryland. Files are arranged by name of station and may include the following.
1. Instruction Sheet
  2. Application for Frequency Coordination
  3. Approval Letter
  4. FCC License Application
  5. Status Sheet for Allied Agencies  
(Sheriffs Offices, Patuxent Institute, Air Fields, other police agencies)
- Files for active stations will be retained for one year after failure to renew (every five years), then destroyed. Files for discontinued stations will be retained for three years, then destroyed.
- 1808      Technician License Files      Contains correspondence and completed forms which document the application and approval of all licenses for operators of fixed and mobile radio stations operating at Maryland State Police installations and at allied agencies of the State of Maryland. Files are arranged by name of operator and may include the following:

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1. Application for Restricted Radiotelephone Operator Permit (FCC 753-A)
2. Application for Radio Operator License (FCC 756)
3. Application for Amateur Radio Station and/or Operator Permit (FCC 610).

Files for active technicians will be retained for one year after failure to renew (every five years), then destroyed. Files for terminated technicians will be retained for three years from date of approval, then destroyed.

1809 Non-Official Radio Files

Contains copies of Detailed Reports which document the application and approval for use of non-official (privately owned) electronic equipment in MSP vehicles. Applications are arranged by MSP car number and renewable at five year intervals.

Active files will be retained for one year after failure to renew, then destroyed. Files for terminated applicants will be retained for three years after date of approval, then destroyed.