

FILING AND RETENTION SCHEDULE

Training Division

Schedule No. 647-20

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

TRAINING DIVISION

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| 2001 | Training Media Files | <p>Contains documents accumulated by personnel engaged in training operations, particularly the conduct of training. Included are training schedules, programs, lesson plans, research data, directives and similar or related documents. (This collection of records may be arranged by training cycle, training subject or any other pattern which is convenient to the user.)</p> <p>Screen annually, destroy obsolete and superseded material such as pamphlets, manuals, and extra copies of reproduced directives. All other material retain for three years and until no longer needed, then destroy.</p> |
| 2002 | Academies and Special Courses | <p>Contains informative materials relating to special schools available to Maryland State Police personnel. Data may include, but not be limited to, NUTI, SPI, FBI, and Budgetary information relative to the schools.</p> <p>Screen annually, destroy obsolete and superseded material. Non-record documents.</p> |
| 2003 | Requests for Special Assignment/Training | <p>Contains copies of requests for training or special assignments as well as listing of personnel receiving such schooling. Budgetary information relative to this area will also be located here.</p> <p>Retain as a perpetual file, updating as necessary. Non-record material.</p> |
| 2004 | College Programs | <p>Contains informative materials concerning college programs available to MSP personnel.</p> <p>Screen annually, destroy obsolete material. Non-record material.</p> |
| 2005 | Firearms | <p>Contains data relating to qualifications with Agency-issued handguns, non-issue secondary handguns, shotguns and off-duty handguns. Included are record copies of Combat and Qualification forms submitted by each Commander to the Training Division. Additionally, records pertaining to the repair of Agency weapons and general information relating to weapon usage within the Agency.</p> |

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- 2005 Continued Screen annually, destroying obsolete materials. All other materials retain three years. Then destroy.
- 2006 Blood-Alcohol Report Files Consists of case files arranged by case number containing reports reflecting the results of chemical tests conducted to determine the alcohol content of blood which has been submitted for analysis.

Retain for five years. Then destroy.
- 2007 Breathalyzer Operator Files Consists of case files containing documents which relate to training, testing and certification of licensed breathalyzer operators assigned to any police agency throughout the State.

In addition, a 5 x 8 card file cabinet will be used for ready reference of active breathalyzer operators listed by Agency. Also, a 3 x 5 card file will be maintained and arranged indicating the expiration date of certification.

Retain in active file while current. Upon failure to renew certification, move to an inactive file for three years. Then destroy.
- 2007-1 Request for Breathalyzer Training Contains requests for certification to conduct breath tests (new agencies), requests for reinstatement of certification and requests for basic training from approved agencies.

Screen annually, destroying obsolete materials. All other materials retain three years. Then destroy.
- 2008 Communications from/to State Toxicologist Contains all communications from the State Toxicologist dealing with the Chemical Test for Alcohol Program.

Screen annually, destroying obsolete materials. All other materials retain three years. Then destroy.
- 2009 Certified Nurses - Blood Alcohol Program Contains a current listing of all nurses certified to withdraw blood in Driving While Intoxicated Cases.

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2009	Continued	Screen annually, destroying obsolete materials. All other materials retain three years. Then destroy.
2010	Alcohol Influence Summary	Contains monthly summaries of individual tests run at each installation listed on Alcohol Influence Report Summary. Retain record copy for three years. Then destroy.
2011	Breathalyzer Instrument Report	Contains a record of maintenance tests of all breathalyzer instruments. Retain for three years. Then destroy.
2012	Instrument Certification	File contains copies of certification of new breathalyzers, semi-annual certifications and recertifications after repairs. Retain as long as the instrument is in use and one additional year after it is disposed. Then destroy.
2013	Ampoule Assay Report	Contains a copy of ampoule analysis results. Retain until all cases under specific ampoule lots are finally adjudicated and three additional years. Then destroy.
2014	Chemical Testing Data Repairs, Bulletins and Related Correspondence	Contains all correspondence and reports received pertaining to Chemical Testing. Screen annually, destroying obsolete materials. All other materials retain three years. Then destroy.
2015	Speed Checking Devices	Contains materials relating to Radar and VASCAR, particularly training and certification records of operators of these devices. It also contains general information relative to this equipment, both local and national in nature. Screen annually, destroying obsolete materials. All other materials retain three years. Then destroy.
2016	Underwater Recovery Operations	Contains information pertaining to the formal practices and procedures followed by this Unit in relation to initial and follow-up or In-Service Training.

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| 2016 | Continued | Screen annually, destroying obsolete materials. All other materials retain three years. Then destroy. |
| 2017 | K-9 Teams | Contains material relating to formal practices and procedures followed by this Unit as they concern initial and follow-up or In-Service Training.

Screen annually, destroying obsolete materials. All other materials retain three years. Then destroy. |
| 2018 | Aviation | Contains materials concerning formal practices and procedures in which the Division engages regarding initial and follow-up or In-Service Training. Both pilot and EMT Medic Training will be covered.

Screen annually, destroying obsolete materials. All other materials retain three years. Then destroy. |