

RECORDS RETENTION AND DISPOSAL SCHEDULE

DEPARTMENT OF TRANSPORTATION
TOLL FACILITIES ADMINISTRATION

TOLL FACILITIES POLICE

AGENCY

DIVISION

Item No.	Description	Retention
ADM-1	<u>01 COMMANDING OFFICER ADMINISTRATIVE</u>	
1	<u>RECORDS MANAGEMENT</u> Contains a copy of the Retention & Disposal Schedule - DGS-RM-1. Record copy maintained by Records Management Office.	Retain until superseded, then destroy.
1-1	<u>RECORDS TRANSMITTAL AND RECEIPT (DGS-550-11)</u> Contains a completed copy of DGS-RM-11 form. Record copy maintained by the State Records Center.	Retain for three (3) years from date of records disposal by records center, then destroy.
1-2	<u>CERTIFICATE OF RECORDS DISPOSAL (DGS-550-2)</u> Record copy maintained by State Records Center.	Retain the department copy for three (3) years, then destroy.
2	<u>ACTIVITIES REPORTS</u> Prepared monthly by Commanders of Tunnel/Bridges used to review the operating efficiency of individual installations. Record copy maintained by the Commanding Officer.	Retain five (5) years, then destroy.
3	<u>CIVIL DEFENSE/DISASTER PLANS</u> Contains matters relating to Civil Defense, fire or comparable emergency evacuation procedures.	Retain until amended or revised, then destroy.

Schedule approved by Department, Agency or Division Representative

Arthur R. Wallace Signature *Major* Title 6-8-79 Date

Schedule Authorized by Hall of Records Commission

Disposal Authorized by Board of Public Works

Date

Archivist

Date

Secretary

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Item No.	Description	Retention
4	<p><u>ENERGY CONSERVATION</u></p> <p>Contains communications concerning fuel conservation and related documents. Record copy maintained by Commanding Officer.</p>	<p>Retain headquarter's copy three (3) years, then destroy.</p>
5	<p><u>COMMAND MEETING MINUTES (HEADQUARTERS)</u></p> <p>Contains minutes of meetings attended by Bureau Chiefs, Division, Unit, Bridge and Shift Commanders. Record copy maintained by originating Commanding Officer File.</p>	<p>Retain record copy three (3) years, then destroy.</p>
5-1	<p><u>MINI-MEETING MINUTES</u></p> <p>Contains minutes of meetings attended by local installation personnel. Record copy maintained by local installation.</p>	<p>Retain three (3) years, then destroy.</p>
6	<p><u>EMPLOYEE ORGANIZATIONS</u></p> <p>Contains material relating to employee organizations such as MCEA and FOP. Subdivide as needed.</p>	<p>Retain until amended or revised, then destroy. Non-record material.</p>
7	<p><u>GENERAL AGENCY CORRESPONDENCE</u></p> <p>Letters, memos, reports, etc. reflecting the routine operations of the administration. When the subject matter is not categorized in this filing system, the assigned prefix code of the originator, together with the title, "General Agency Correspondence", shall be recorded in the upper right hand corner and filed by prefix code.</p>	<p>Retain three (3) years, then destroy.</p>
8	<p><u>U. S. LAWS</u></p> <p>Copies of Federal Laws and amendments which have, or may have if enacted, a direct relationship to Toll Facilities Police operations.</p>	<p>Retain until repealed, then destroy.</p>
9	<p><u>STATE LAWS</u></p> <p>Copies of State Laws and amendments which have, or may have if enacted, a direct relationship to Toll Facilities Police operations.</p>	<p>Retain until repealed, then destroy.</p>

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Item No.	Description	Retention
10	<p><u>COUNTY ORDINANCES</u></p> <p>Copies of County Laws and amendments which have, or may have if enacted, a direct relationship to Toll Facilities Police operations.</p>	Retain until repealed, then destroy.
11	<p><u>CITY ORDINANCES</u></p> <p>Copies of City Laws and amendments which have, or may have if enacted, a direct relationship to Toll Facilities Police operations.</p>	Retain until repealed, then destroy.
12	<p><u>LOCAL DISTRICT REGULATIONS</u></p> <p>Regulations created by county or city governments which affect the Maryland Toll Facilities Police Operations.</p>	Retain until repealed, then destroy.
13	<p><u>ATTORNEY GENERAL'S OPINION</u></p> <p>Correspondence, interpretations, decisions and opinions of the Attorney General's Office and other legal authorities.</p>	Retain Permanently.
14	<p><u>FISCAL WORKING FUND</u></p> <p>Contains all items relating to the Administration of working funds. Sub-divide as needed.</p>	Retain headquarter's copy three (3) years, and until all audit requirements have been fulfilled, then destroy.
15	<p><u>INVOICES-FORWARDED FOR PAYMENT</u></p> <p>Contains record of invoices received directly from vendor and forwarded for payment. Originals audited at TFA Headquarters.</p>	Retain copy for one (1) year, then destroy.
16	<p><u>BUDGET REQUESTS AUTHORIZATION</u></p> <p>Contains record of documents relating to budget requests for equipment, personnel and training. Copies only, originals audited at Finance Division.</p>	Retain headquarter's copy five (5) years, then destroy.
16-1	<p><u>CAPITAL EQUIPMENT INVENTORY AND IMPROVEMENTS</u></p> <p>Contains records relating to inventory of furniture, type-writers, files and related equipment; contains copies of warranties, requests for repairs or salvage, improvement receipts etc. Copies only, originals audited at Finance Division.</p>	Retain headquarter's copy three (3) years, then destroy.

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Item No.	Description	Retention
16-2	<u>MOTOR VEHICLE ACCESSORIES INVENTORY</u>	
	Contains records relating to fire extinguishers, cameras, sirens, emergency lights and related equipment. Copies only, originals audited at Finance Division.	Retain installation copy three (3) years, then destroy.
16-3	<u>ORDNANCE EQUIPMENT - INVENTORY</u>	
	Contains records relating to handcuffs, service revolvers, and related equipment. Copies only, originals audited at Finance Division.	Retain installation copy three (3) years, then destroy.
16-4	<u>TACTICAL EQUIPMENT INVENTORY</u>	
	Contains records relating to ordnance, flack vests, flack pants, etc. Copies only, originals audited at Finance Division.	Retain installation copy three (3) years, then destroy.
17	<u>AUDIT REPORT</u>	
	Contains any fiscal report required or requested by Department of Budget and Fiscal Planning, Finance Division or any other responsible authority (property held, CDS inventory not included in this file). Copies only, originals audited at Finance Division.	Retain installation copy three (3) years, then destroy.
18	<u>REQUISITIONS - OPEN NON-CAPITAL EQUIPMENT</u>	
	Contains copies of requests for materials not yet received.	When order is closed, file in Item 18-1.
18-1	<u>REQUISITIONS - CLOSED NON-CAPITAL EQUIPMENT</u>	
	Copies of requests for materials which have been filled. Originals audited at Finance Division.	Retain five (5) years, then destroy.
19	<u>POLICE WORK AND LEAVE RECORDS</u>	
	Contains reports documenting hours worked and leave taken on bi-weekly basis. Convenience copies only.	Retain copy copy thirty days, then destroy.
20	<u>CIVILIAN WORK AND LEAVE RECORDS</u>	
	Contains reports of documenting hours worked and leave taken on bi-weekly basis. Convenience copies only.	Retain copy thirty days, then destroy.

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Item No.	Description	Retention
21	<p><u>PERSONNEL ROSTERS</u></p> <p>Contains record of the Administration's official alphabetical, seniority, and assignment rosters, along with Tunnel/Bridges rosters and organizational charts.</p>	<p>Retain as a permanent record, updating when necessary.</p>
22	<p><u>COMPENSATORY LEAVE, ANNUAL LEAVE, PERSONAL LEAVE, SICK LEAVE AND ADMINISTRATIVE LEAVE AUTHORIZATION</u></p> <p>Contains records of control of authorized leave records (Form TFA-000-087). Copies only, originals audited at Personnel Division.</p>	<p>Retain one (1) year, then destroy.</p>
23	<p><u>OVERTIME AUTHORIZATION</u></p> <p>Contains record of Overtime Control forms (Form TFA-000-031). Copies only, originals audited at Personnel Division.</p>	<p>Retain one (1) year, then destroy.</p>
24	<p><u>OFFICIAL UNIFORM PERSONNEL RECORDS</u></p> <p>Contains official record, alphabetically arranged personnel folders which are maintained for each uniformed employee assigned to the department. Documents included in these folders are duplications or extracts of documents filed in the official personnel folder. Provides the Commanding Officer with information concerning the individual, and is to be kept under lock and key.</p>	<p>Retain record as long as individual is employed. When individual retires, resigns, or dies, forward to Personnel Division for inclusion in Item P-2, Employee's Personnel Folders, Inactive.</p>
25	<p><u>OFFICIAL CIVILIAN PERSONNEL RECORDS</u></p> <p>Contains official record, alphabetically arranged personnel folders which are maintained for each civilian employee assigned to the department. Documents included in these folders are duplicates or extracts of documents filed in the official personnel folder. Provides the Commanding Officer with information concerning the individual, and is to be kept under lock and key.</p>	<p>Retain record as long as individual is employed. When individual retires, resigns or dies, forward to Personnel Division for inclusion in Item P-2, Employee's Personnel Folders, Inactive.</p>
OPS	<p><u>02 - OPERATIONS BUREAU - LAW ENFORCEMENT OPERATION</u></p>	
1	<p><u>DAILY LOGS</u></p> <p>Contains a record of information of daily activities of shift operations.</p>	<p>Cut off annually. Retain permanently.</p>

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Item No.	Description	Retention
2	<p><u>DAILY RADIO LOGS TFA-00P-037</u></p> <p>Contains a record of radio messages received at the installation.</p>	<p>Cut off annually. Retain Three (3) years, then destroy.</p>
3	<p><u>LOG BOOKS</u></p> <p>Contains a record of information of shift and/or daily activities at a specific location on tunnel/bridges.</p>	<p>Retain log book three (3) years after completion, then destroy.</p>
4	<p><u>DUTY SCHEDULES TFA-00P-027</u></p> <p>Contains shift and daily schedules of on and off duty status of department personnel.</p>	<p>Retain one (1) year, then destroy.</p>
5	<p><u>POLICE ACTIVITY REPORTS</u></p> <p>Contains a record of information of shift and/or daily activities on tunnel/bridges.</p>	<p>Retain one (1) year, then destroy.</p>
6	<p><u>MOTOR VEHICLE ADMINISTRATION</u></p> <p>Contains MVA Forms DC 91 initiated by officers requesting Motor Vehicle Administration to order the retesting of any Maryland Licensed motor vehicle operator. Record copy maintained by MVA.</p>	<p>Retain one (1) year, destroy.</p>
7	<p><u>JAIL LOG LEDGER</u></p> <p>Contains a record of individuals detained by Maryland Toll Facilities Police personnel.</p>	<p>Retain three (3) years, after completion of ledger, then destroy.</p>
7-1	<p><u>PROPERTY AND EVIDENCE CONTROL LEDGER</u></p> <p>Contains a listing of property along with other pertinent information concerning property. Record copy maintained by tunnel/bridge (Form TFA-00P-042 included.)</p>	<p>Retain ledger until completed and five (5) years, then destroy.</p>
8	<p><u>INCIDENT REPORTS TFA-00P-044</u></p> <p>Contains reports of all incidents occurring on toll facilities.</p>	<p>Retain open reports until closed. Retain closed reports for three (3) years, then destroy.</p>

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Item No.	Description	Retention
9	<p><u>ARREST REPORTS TFA-00P-044</u></p> <p>Contain all arrest and/or criminal investigation reports. Record and copy maintained by Administrative Bureau.</p>	<p>Retain open reports until suspended or closed. Retain suspended reports three (3) years, or longer if needed, then forward to State Records Center for one hundred (100) years, then destroy. Retain closed reports three (3) years after final adjudication, then forward to State Records Center for seventy-five, (75) years, then destroy.</p>
10	<p><u>MOTOR VEHICLE INVENTORY REPORT TFA-00P-054</u></p> <p>Contains inventory of motor vehicles which have been stored under the authority of Maryland Toll Facilities Police personnel.</p>	<p>Retain completed log three (3) years, then destroy.</p>
11	<p><u>ACCIDENT REPORTS M.S.P. #1</u></p> <p>Contains all reports and related documents concerning vehicle collisions recorded through the Maryland Automated Accident Reporting System. Filed by Accident Report number. Record copy maintained by MAARS at MSP.</p>	<p>Cut off annually. Retain record copy at Headquarters for three (3) years, then forward to State Records Center for seven (7) , additional years, then destroy.</p>
11-1	<p><u>WITNESS STATEMENT TFA-00P-045</u></p> <p>Contains record of witness statements.</p>	<p>Retain with Headquarters record copy of accident report M.S.P. #1 in file.</p>
11-2	<p><u>ACCIDENT PHOTOGRAPHS</u></p> <p>Contains photographs of accidents.</p>	<p>Retain with Headquarters record copy of accident report M.S.P. #1 in file.</p>
11-3	<p><u>PROPERTY DAMAGE REPORT TFA-000-041</u></p> <p>Contains record of property damaged of the Maryland Toll Facilities.</p>	<p>Cut off annually. Retain one (1) year, then destroy.</p>

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Item No.	Description	Retention
12	<p><u>INTERNAL VEHICLE ACCIDENT REPORT TFA-00P-034</u></p> <p>Contain record of departmental accident investigation.</p>	<p>Cut off annually. Retain three (3) years, then destroy.</p>
13	<p><u>CITATION BOOK ISSUANCE CONTROL LEDGER</u></p> <p>Contains a record of citation books issued to officers. Code^d by citation number and issued in sequential order. Record copy maintained by Operations Bureau.</p>	<p>Retain completed forms three (3) years, then destroy.</p>
13-1	<p><u>TRAFFIC CITATION CONTROL LEDGER AND/OR TALLY SHEET</u></p> <p>Contains citation number, date issued, and trial court date. Record copy of ledger and/or tally sheet maintained by operations bureau.</p>	<p>Retain completed forms three (3) years. Then destroy.</p>
13-2	<p><u>TRAFFIC CITATION TRANSMITTAL FORM MVA-DI-098</u></p> <p>Contains record of those citation copies which are forwarded to District Court on a daily basis. Record copy maintained by the appropriate court.</p>	<p>Retain three (3) months, then destroy.</p>
13-3	<p><u>TRAFFIC CITATION (HEADQUARTER'S COPY)</u></p> <p>Contains record of citation number, date issued, defendant's name, address, section number and trial court date.</p>	<p>Retain completed forms until MVA printout received then destroy.</p>
14	<p><u>WARNINGS</u></p> <p>Contains copies of the official Maryland Toll Facilities Police Warning form issued in lieu of a citation.</p>	<p>Destroy as non-record material 30 days after statistics are gathered and recorded.</p>
15	<p><u>SPEED RADAR CALIBRATION LOG</u></p> <p>Contains record of completed calibration reports which detail the accuracy of speed computers.</p>	<p>Retain partially completed records with Communications Division. Completed records must be retained as long as computer is in used and one year after the equipment is disposed of. Then destroy.</p>

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Item No.	Description	Retention
15-1	<u>RADAR DATA CONCERNING REPAIRS, BULLETINS AND CORRESPONDENCE</u>	
	<p>Contains all correspondence and reports received pertaining to Radar equipment and maintenance.</p>	<p>Retain as long as the Radar set is operable and in use and for one (1) year after the equipment is disposed of, then destroy.</p>
16	<u>EMERGENCY EQUIPMENT READINESS CHECK TFA-00P-038</u>	
	<p>Contains record of daily equipment inspection at tunnel garages.</p>	<p>Cut off annually. Retain one (1) year, then destroy.</p>
17	<u>REQUEST FOR ESCORT SERVICE TFA-00P-043</u>	
	<p>Contains record of patron request for escort service over a facility.</p>	<p>Cut off annually. Retain one (1) year, then destroy.</p>
18	<u>DISABLED VEHICLE TAGS</u>	
	<p>Contains record of disabled vehicles which are aided by uniform personnel.</p>	<p>Cut off monthly. Retain six (6) months, then destroy.</p>
19	<u>24 HOUR TRAFFIC GRAPH TFA-00P-048</u>	
	<p>Contains record of traffic backups, tunnel stoppages and accidents.</p>	<p>Cut off annually. Retain three (3) years, then destroy.</p>
20	<u>MOTOR VEHICLE HISTORY</u>	
	<p>Contains file folders in sequential order according to car number. Example: 600, 601, etc. Copies for repairs, damage reports, and requests to install non-issued equipment.</p>	<p>Retain one (1) year after vehicle is disposed of, then destroy.</p>
20-1	<u>MOTOR VEHICLE OPERATION REPORTS</u>	
	<p>Contains all motor vehicle operation reports by month.</p>	<p>Retain one (1) year, then destroy.</p>
20-2	<u>CAR WASH CONTRACTS</u>	
	<p>Contains copies of vendor contracts pertaining to carwashes.</p>	<p>Retain as long as contract is in effect, then destroy.</p>

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Item No.	Description	Retention
20-3	<p><u>GAS AND OIL USAGE REPORTS</u></p> <p>Contains those documents used to control inventory and usage of gas and oil supplies. Original audited at Finance Division.</p>	<p>Retain one year. Then destroy.</p>
20-4	<p><u>SHIFT REPORT VEHICLE & EQUIPMENT TFA-OOP-039</u></p> <p>Contains record of mileage and condition on each vehicle.</p>	<p>Cut off monthly - Retain one (1) year, then destroy.</p>
21	<p><u>TUNNEL BOOTH INSPECTION REPORT</u></p> <p>Contains record of tunnel booth inspections by uniform personnel.</p>	<p>Cut off monthly. Retain six (6) months, then destroy.</p>
22	<p><u>EMPLOYEE LATENESS REPORT TFA-000-099</u></p> <p>Contains reporting circumstances causing an employee's lateness and disposition. Record copy maintained by Administrative Bureau in Personnel record under ADM-1,24.</p>	<p>Retain copies for one (1) year, then destroy.</p>
23	<p><u>GENERAL CORRESPONDENCE</u></p> <p>Letters, memos, etc. reflecting the routine operations of the operations Bureau. When the subject matter is not categorized in this filing system, the assigned prefix code of the originator, together with the title, "General Correspondence", shall be recorded in the upper right hand corner and filed by prefix code.</p>	<p>Retain three (3) years, then destroy.</p>
ADM-2	<p><u>03 - ADMINISTRATIVE BUREAU</u></p>	
1	<p><u>GENERAL ORDERS</u></p> <p>Contains a copy of all General Orders issued by the Commanding Officer to announce adoption or revision of policies, affecting the entire organization and to direct procedures for the indefinite future. Record copy maintained by Administrative Bureau.</p>	<p>Retain until Order has been superseded or cancelled, then destroy.</p>

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Item No.	Description	Retention
2	<p><u>SPECIAL ORDERS - ACTIVE</u></p> <p>Contains a copy of all Special Orders issued by authority of the Commanding Officer to announce policies or direct procedures governing a specific circumstance or event, or a policy or procedure which is of a temporary or self-cancelling nature or which involves only specific segments of activities. Division and Unit Commanders are authorized to issue special orders.</p>	<p>Retain by Administrative Bureau until superseded, rescinded or cancelled, then file in special Orders-Inactive section.</p>
2-1	<p><u>SPECIAL ORDERS - INACTIVE</u></p> <p>Contains each Special Order which has been superseded, rescinded or cancelled.</p>	<p>Retain three (3) years after Order has been superseded, rescinded or cancelled, then destroy.</p>
3	<p><u>MEMORANDA - ACTIVE</u></p> <p>Contains a copy of all Memoranda issued to disseminate information which does not warrant a formal order. Issuing authority may be by the Commanding Officer, Command and Supervisory personnel.</p>	<p>Retained by Administrative Bureau until superseded, rescinded or cancelled, then filed in the inactive file.</p>
3-1	<p><u>MEMORANDA - INACTIVE</u></p> <p>Contains each Memoranda issued which has been superseded, rescinded or cancelled.</p>	<p>Retain three (3) years after Memoranda has been superseded, rescinded or cancelled, then destroy.</p>
4	<p><u>STATISTICAL SURVEYS AND REPORTS</u></p> <p>Contains printouts from uniform crime reports, Maryland Automated Accident Reporting System, Automated Incident Reporting System, Speed Survey and related summaries. Create files as needed. Record copy maintained by the applicable Headquarters unit.</p>	<p>Retain installation copy three (3) years, then destroy.</p>
5	<p><u>INSURANCE</u></p> <p>Contains correspondence relating to insurance offers presented to M.T.F.P. Personnel (flyers, brochures, and related materials).</p>	<p>Non-record material. Destroy when information value ceases.</p>

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Item No.	Description	Retention
6	<p><u>CORRESPONDENCE FOR PITNEY BOWES PHOTOCOPY</u></p> <p>Contains correspondence relating to Pitney Bowes Photocopy machines.</p>	<p>Retain until one (1) year after machine is replaced or disposed of, then destroy.</p>
6-1	<p><u>PHOTOCOPY MONTHLY METER READINGS.</u></p> <p>Contains monthly meter readings of copies made.</p>	<p>Retain six (6) months, then destroy.</p>
7	<p><u>GENERAL CORRESPONDENCE</u></p> <p>Letters, memos, etc. reflecting the routine operation of the Administrative Bureau. When the subject matter is not categorized in this filing system, the assigned prefix code of the title, "General Correspondence," shall be recorded in the upper right-hand corner and filed by prefix code.</p>	<p>Retain three (3) years, then destroy.</p>
8	<p><u>MASTER INDEX CARDS</u></p> <p>Contains master record of all accidents, arrests, citations, property damage and incidents occurring on Maryland Toll Facilities.</p>	<p>Retain permanently.</p>
9	<p><u>VENTILATION REPORT TFA-00P-049</u></p> <p>Contains a daily record of twenty-four-hour traffic count, CO₂ recording, tunnel fan speed, weather, wind velocity, direction, temperature and electric power consumption.</p>	<p>Retain permanently as a reference source.</p>
10	<p><u>SUPERVISOR'S REPORT OF INJURY TFA-000-032</u></p> <p>Contains record of investigation made by a supervisor of a reported injury.</p>	<p>Cut off yearly. Retain three (3) years, then destroy.</p>
11	<p><u>LIASON</u> <u>FEDERAL AGENCIES</u></p> <p>Miscellaneous correspondence with Federal agencies which does not relate to any other category in this filing system. Create files as needed. Record copy maintained by Headquarters, ADM-1, Item 7.</p>	<p>Maintain three (3) years, and then destroy.</p>

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Item No.	Description	Retention
12	<p><u>STATE AGENCIES, EXCLUDING COURTS</u></p> <p>Miscellaneous correspondence with State agencies which does not relate to any other category in this filing system. Create files as needed. Record copy maintained by Headquarters, ADM-1, Item 7.</p>	<p>Maintain three (3) years, then destroy.</p>
13	<p><u>STATE COURTS</u></p> <p>Miscellaneous correspondence with State Courts which does not relate to any other category in this filing system. Record copy maintained by Headquarters, ADM-1, Item 7.</p>	<p>Maintain three (3) years, then destroy.</p>
14	<p><u>MUNICIPAL GOVERNMENTS</u></p> <p>Contain informative data concerning local police departments, city health agencies, and related organizations. Record copy maintained by Headquarters, ADM-1, Item 7.</p>	<p>Maintain three (3) years, then destroy.</p>
15	<p><u>COUNTY GOVERNMENTS</u></p> <p>Contains informative data concerning county police departments, Society for the Prevention of Cruelty to Animals, and related organizations. Record copy maintained by Headquarters, ADM-1, #7.</p>	<p>Maintain three (3) years, then destroy.</p>
16	<p><u>PUBLIC RELATIONS ORGANIZATIONS</u></p> <p>Contains copies of correspondence from organizations concerning ceremonies, escorts, parades, and other requests for participation.</p>	<p>Retain three (3) years after the assignment is complete, then destroy.</p>
17	<p><u>PRESS RELEASES</u></p> <p>Contains those authorized notices released for public dissemination.</p>	<p>Retain one (1) year, then destroy.</p>
18	<p><u>PUBLIC OFFICIALS</u></p> <p>Contains names, addresses, telephone numbers and titles of local public officials.</p>	<p>Retain until information value ceases, then destroy.</p>
19	<p><u>PUBLIC INQUIRIES AND REQUESTS (NOT RELATED TO ANY SPECIFIC CATEGORY)</u></p> <p>Miscellaneous file which encompasses all non-specific requests and correspondence with the public. Record copy maintained by Headquarters.</p>	<p>Retain three (3) years after completed, then destroy.</p>

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Item No.	Description	Retention
20	<p><u>HEADQUARTERS SIGN-IN SHEET TFA-OOP-051</u></p> <p>Contains record of officers reporting for duty.</p>	<p>Forward to Administrative Bureau. Verify, then destroy.</p>
21	<p><u>ACCIDENT REPORT REQUEST TFA-OOP-036</u></p> <p>Contains a patron request for copy of Police Accident Report.</p>	<p>Requests filled, cut off annually. Retain three months, then destroy.</p>
22	<p><u>PROBATION AND ANNUAL EFFICIENCY RATING REPORT TFA-OOP-030</u></p> <p>Contains record of quarterly/yearly rating report of Uniformed Officers.</p>	<p>Cut off annually. Forward original to Personnel Division for entry in file. Retain copies for five (5) years, then destroy.</p>
22-1	<p><u>PROBATION AND ANNUAL EFFICIENCY RATING REPORT (WORK SHEET) TFA-OOP-029</u></p> <p>Contains record of monthly rating report of Uniform Officer.</p>	<p>Cut off annually. Retain two (2) years, then destroy.</p>
23	<p><u>RECORD OF COURT APPEARANCES TFA-OOP-033</u></p> <p>Contains record of Uniformed Officers appearance at a criminal, civil or traffic court on departmental business.</p>	<p>Cut off monthly. Retain thirty (30) days, then destroy.</p>
INV	<p><u>04 - INVESTIGATIVE DIVISION</u></p>	
1	<p><u>MASTER COMPLAINTS AGAINST PERSONNEL FILE TFA-OOP-016 thru 026.</u></p> <p>Contains the Complaints Against Personnel Ledger and the Complaint Against Personnel Report together with all related investigative reports and forms. The Complaints Against Personnel Master File will be maintained by the Investigative Chief in control number sequence under lock and key.</p>	<p>Retain Ledger as a permanent document. Retain the Complaint Against Personnel Report along with all related documents concerning other than founded complaints three (3) years after case is closed, then destroy.</p>

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Item No.	Description	Retention
	(INV-1 con't)	Founded complaints along with all related documents are filed in the members Investigation File and retained as long as employed. When individual retires, resigns or dies, store in yearly file. Destroy yearly file every five (5) years.
2	<u>RECRUITMENT</u> Contains application packet for officer and cadet, officer and cadet brochures, and Recruitment Source Survey forms.	Retain until amended or revised, then destroy. Non-record material.
2-1	<u>OFFICER POSITIONS</u> Contains height and weight charts and comments from Training Personnel Division relating to position.	Retain until amended or revised, then destroy. Non-record material.
-2	<u>CADET POSITIONS</u> Contains current pay scales, height and weight charts, outline of responsibilities and duties.	Retain until amended or revised, then destroy. Non-record material
2-3	<u>CIVILIAN POSITIONS</u> Contains specification sheets, eligibility lists, interview schedules, selection criteria and related materials.	Retain until amended, revised or no longer needed, then destroy. Non-record material.
3	<u>OFFICER APPLICANT INVESTIGATION</u> Contains application packet and other investigative information related to applicant's background with case number and other data.	Retain five (5) years after investigations are completed, if applicant not accepted, then destroy. Applicant accepted retain in Official Uniform Personnel Records, ADM-1 24.
4	<u>ALL OTHER APPLICANT INVESTIGATIONS</u> Contains inquiries or investigations for employment requested by other departments, along with the case number and other data.	Retain three (3) years after investigations are complete, then destroy.

RECORDS RETENTION AND DISPOSAL SCHEDULE
(CONTINUATION SHEET)

Item No.	Description	Retention
5	<p><u>CRIMINAL POLYGRAPH</u></p> <p>Contains graphs, copy of examiner's finding and all related data dealing with polygraph examinations involving criminal matter. Record copy maintained by the appropriate polygraph operator.</p>	<p>Retain five (5) years, then destroy.</p>
6	<p><u>NON-CRIMINAL POLYGRAPH</u></p> <p>Contains graphs, copy of examiner's findings and all related data dealing with Polygraph examinations involving criminal matters. Record copy maintained by the appropriate polygraph operator..</p>	<p>Retain five (5) years, then destroy.</p>
7	<p><u>GENERAL CORRESPONDENCE</u></p> <p>Letters, memos, etc. which reflect the routine operation of the Investigative Division. When the subject matter is not categorized in this filing system, the assigned prefix code of originator, together with the title, "General Correspondence." shall be recorded in the upper right-hand corner and filed by prefix code.</p>	<p>Retain three (3) years, then destroy.</p>
DCE	<p><u>05 - DANGEROUS CARGO ENFORCEMENT DIVISION</u></p>	
1	<p><u>DANGEROUS CARGO CHECK RECORD TFA-00P-040</u></p> <p>Contains a record of vehicles checked at random before entering Baltimore Harbor Tunnel.</p>	<p>Cut off annually. Retain one (1) year, then destroy.</p>
2	<p><u>VEHICLE VIOLATION NOTICE</u></p> <p>Contains a record of vehicles denied use of Baltimore Harbor Tunnel for exceeding limitations or violation of regulations.</p>	<p>Cut off annually. Retain one(1) year, then destroy.</p>
2-1	<p><u>HOUSE TRAILER VIOLATION NOTICE</u></p> <p>Contains a record of house trailers denied use of Baltimore Harbor Tunnel for exceeding limitations or violation of regulations.</p>	<p>Cut off annually. Retain one (1) year, then destroy.</p>
3	<p><u>DANGEROUS CARGO VIOLATION ARREST CHECK SHEET TFA-00P-050</u></p> <p>Contains recording evidence on dangerous cargo.</p>	<p>Cut off annually. Retain one (1) year, then destroy.</p>

RECORDS RETENTION AND DISPOSAL SCHEDULE
(CONTINUATION SHEET)

Item No.	Description	Retention
4	<p><u>GENERAL CORRESPONDENCE</u></p> <p>Letters, memos, etc. which reflect the routine operation of the Dangerous Cargo Enforcement Division. When the subject matter is not categorized in this filing system, the assigned prefix code of the originator, together with the title, "General Correspondence", shall be recorded in the upper right hand corner and filed by prefix code.</p>	<p>Retain three (3) years, then destroy.</p>
QMR	<p><u>06 - QUARtermaster UNIT</u></p>	
1	<p><u>WITHDRAWAL FROM STOCK</u></p> <p>Contains records of requests for supplies from stock. Copies only, originals audited at Finance Division.</p>	<p>Retain one (1) year, then destroy.</p>
2	<p><u>UNIFORM AND EQ UIPMENT RECORD</u></p> <p>Contains original record of issue for each uniform officer.</p>	<p>Retain record as long as individual is employed. When individual retires, resigns or dies, store in put in Personnel Record ADM-24</p>
2-1	<p><u>UNIFORM AND EQUIPMENT REQUISITION</u></p> <p>Contains record of additional issue for each uniform officer.</p>	<p>Same as above Item #2.</p>
3	<p><u>GENERAL CORRESPONDENCE</u></p> <p>Letters, memos, etc. which reflect the routine operation of the Quartermaster Unit. When the subject matter is not categorized in this filing system, the assigned prefix code of the originator, together with the tile, "General Correspondence," shall be recorded in the upper right-hand corner and filed by prefix code.</p>	<p>Retain three (3) years, then destroy.</p>
COM	<p><u>07 - COMMUNICATIONS DIVISION</u></p>	
1	<p><u>WARRANTS</u></p> <p>Contains all warrants and related documents authorizing personnel to take into custody individual named thereon.</p>	<p>Retain in open file until served or returned, then move to closed file for one (1) year, then destroy.</p>

RECORDS RETENTION AND DISPOSAL SCHEDULE
(CONTINUATION SHEET)

SCHEDULE
NO. 747-9

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Item No.	Description	Retention
2	<p><u>EMERGENCY TELEPHONE SERVICES LOG</u></p> <p>Contains monthly report of locations where services and other related happenings are recorded.</p>	<p>Retain 30 days after Statistical report made, then destroy.</p>
3	<p><u>TUNNEL STOPPAGE CARDS</u></p> <p>Contains information of stoppages in the tunnel recorded by garages.</p>	<p>Cut off annually. Retain one (1) years, then destroy.</p>
4	<p><u>"CO₂" RECORDER CHARTS</u></p> <p>Contains record of CO₂ readings in Baltimore Harbor Tunnel.</p>	<p>Cut off annually. Retain one (1) year, then destroy.</p>
5	<p><u>MILES PRINT OUT</u></p> <p>Contains record of message print out of MILES Terminal.</p>	<p>Cut off monthly. Retain thirty (30) days, then destroy.</p>
5-1	<p><u>MILES MESSAGE RECORD TFA-00P-035</u></p> <p>Contains record of messages sent in sequence.</p>	<p>Cut off monthly. Retain one (1) year, then destroy.</p>
6	<p><u>CB ACTIVITY REPORT TFA-00P-052</u></p> <p>Contain record of reported information of roadway events.</p>	<p>Cut off monthly. Retain thirty (30) days, then destroy.</p>
7	<p><u>MAINTENANCE REPORT</u></p> <p>Contains record of needed repairs of vehicles, electrical, radio and tunnel repairs.</p>	<p>Cut off monthly. Retain one (1) year, then destroy.</p>
8	<p><u>MASTER ARREST CARD FILE</u></p> <p>Contains record of numerical arrest reports in sequence.</p>	<p>Cut off annually. Retain in file for five (5) years, then forward to State Record Center for one hundred (100) years, then destroy.</p>

RECORDS RETENTION AND DISPOSAL SCHEDULE
(CONTINUATION SHEET)

Item No.	Description	Retention
8-1	<p><u>MASTER ACCIDENT CARD FILE</u></p> <p>Contains record of numerical accident reports in sequence.</p>	<p>Cut off annually. Retain record copy at Headquarters for three (3) years, then forward to State Records Center seven (7) additional years, then destroy.</p>
8-2	<p><u>MASTER INCIDENT CARD FILE</u></p> <p>Contains record of numerical incident reports in sequence.</p>	<p>Retain open reports until suspended or closed. Retain suspended reports three (3) years or longer, if needed. Then forward to State Records Center for one hundred (100) years, then destroy. Retain closed reports three (3) years, then destroy.</p>
8-3	<p><u>MASTER PROPERTY DAMAGE CARD FILE</u></p> <p>Contains a record of numerical property damage reports in sequence.</p>	<p>Cut off annually. Retain one (1) year, then destroy.</p>
9	<p><u>GENERAL CORRESPONDENCE</u></p> <p>Letters, memos, etc. which reflect the routine operations of the Communications Division. When the subject matter is not categorized in this filing system, the assigned prefix code of the originator, together with the title, "General Correspondence", shall be recorded in the upper right-hand corner and filed by prefix code.</p>	<p>Retain three (3) years, then destroy.</p>
TNG	<p><u>08 - TRAINING PERSONNEL UNIT</u></p>	
1	<p><u>ACADEMIES AND SPECIAL COURSES</u></p> <p>Contains informative materials relating to special schools available to Maryland Toll Facilities Police Personnel.</p>	<p>To be kept current by destroying obsolete materials on a yearly basis. Non-record material.</p>
1-1	<p><u>REQUEST FOR SPECIAL ASSIGNMENT/TRAINING REPORTS</u></p> <p>Contains copies of requests for training or special assignment reports.</p>	<p>Retain until action is taken on the request, then destroy.</p>

RECORDS RETENTION AND DISPOSAL SCHEDULE
(CONTINUATION SHEET)

Item No.	Description	Retention
2	<p><u>COLLEGE PROGRAMS</u></p> <p>Contains informative materials concerning college programs available to Maryland Toll Facilities Police Personnel.</p>	<p>To be kept current by destroying obsolete materials on a yearly basis. Non-record materials.</p>
2-1	<p><u>REQUEST FOR FUNDS, COLLEGE PROGRAMS (OUT-SERVICE TRAINING)</u></p> <p>Contains record of request for repayment upon completion of an accredited college course.</p>	<p>Cut off annually. Retain two (2) years, then destroy.</p>
3	<p><u>WEAPONS QUALIFICATION (COMBAT COURSE)</u></p> <p>Contains records of training and qualifications with Agency firearms. Record copy maintained by Training personnel Division.</p>	<p>Retain three (3) years, then destroy.</p>
4	<p><u>TACTICAL TRAINING</u></p> <p>Contains information relating to tactical training conducted by and for Agency personnel. Record copy maintained by Operations Bureau.</p>	<p>Retain three (3) years, then destroy.</p>
5	<p><u>TRAINING SCHEDULES</u></p> <p>Contains record of dates, subject matter and instructors of courses given.</p>	<p>Retain three (3) years after completion of course, then destroy.</p>
5-1	<p><u>TRAINING SCHEDULES (IN SERVICE)</u></p> <p>Contains record of dates, subject matter and instructors of in-service courses given.</p>	<p>Retain two (2) years after completion of course, then destroy.</p>
6	<p><u>TRAINING MANUALS</u></p> <p>Contains manuals and instructional material given in scheduled training classes.</p>	<p>Retain until amended or revised. Then file annually. Destroy annual file after five (5) years.</p>
6-1	<p><u>TRAINING AIDS</u></p> <p>Contains record of aids used use for courses given in scheduled training classes.</p>	<p>Retain until amended or revised. Then file annually. Destroy annually. Destroy annual file after five (5) years.</p>

RECORDS RETENTION AND DISPOSAL SCHEDULE
(CONTINUATION SHEET)

Item No.	Description	Retention
7	<p><u>UNIFORM OFFICERS TRAINING FILE</u></p> <p>Contains record of Uniform Officer's progress, tests given and other related material. To be kept under lock and key.</p>	<p>Retain two (2) years after completion of Academy. Then forward to Commanding Officer for entry into Official Uniform Personnel Record of individual.</p>
7-1	<p><u>UNIFORM OFFICERS TRAINING FILE FROM ANOTHER DEPARTMENT</u></p> <p>Contains record of Uniform Officer from another Department attending Maryland Toll Facilities Police Academy. To be kept under lock and key.</p>	<p>Retain two (2) years after completion. Then destroy.</p>
8	<p><u>GENERAL CORRESPONDENCE</u></p> <p>Letters, memos, etc. which reflect the routine operations of the Training Personnel Unit. When the subject matter is not categorized in this filing system, the assigned prefix code of the originator, together with the title, "General Correspondence", shall be recorded in the upper right-hand corner and filed by prefix code.</p>	<p>Retain three (3) years, then destroy.</p>