

DEPARTMENT OF GENERAL SERVICES
Records Management Division

RECORDS RETENTION AND DISPOSAL SCHEDULE

Department of Public Safety and Correctional Services
Maryland State Police Training Division

AGENCY

DIVISION

Item
No.

Description

Retention

AMENDMENT TO SCHEDULE 971-19

1901	Training Media File - Contains documents accumulated by personnel engaged in training operations, particularly the conduct of training. Included are training schedules, programs, lesson plans, research data, directives, Legal Briefs, Contemporary Trooper Topics, Crash Injury Management Recertification Program, 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.	Screen annually, destroy obsolete and superseded material such as pamphlets, manuals, and extra copies of reproduced directives. All other material retain for three years or until no longer needed, then destroy.
1902	Academies and Special Courses - Contains informative materials relating to special schools and college programs available to Maryland State Police personnel. Data may include, but not be limited to, NUTI, SPI, FBI, Crash Injury Management for Law Enforcement (old 1912), and budgetary information relative to the schools.	Screen annually, destroy obsolete and superseded material. Non-record documents.
1903	Requests for Special Assignment/Training - Contains copies of requests for training or special assignments.	Retain for three years then destroy.
1904	Tuition Reimbursement - Contains information on career development and tuition reimbursement on an individual basis.	Retain individual files until degree completion. Screen annually. Destroy after employee's resignation or retirement.

Schedule Approved by Department,
Agency, or Division Representative

Schedule Authorized by
Hall of Records Commission

3/4/88 Carl S. Bonagrosti, Director
Date Signature Title

5/17/88 [Signature] State Archivist
Date Title

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1907	Trooper Candidate Class Schedules - Contains information pertaining to the procedures of each Academy class i.e. copies of class schedules, gant charts, grade books, graduation speeches and programs, etc.	Retain as a perpetual file.
1908	Trooper Candidate Class Files - Contains material on individual trooper probationer tests, demerits and other miscellaneous materials; will be filed by Academy class number.	Retain as a perpetual file. After 5 years forward to Hall of Records.
1909	OPEN	
1910	Out-of-State Travel/Training - Contains procedural materials relating to approval for out-of-state training; approval at Superintendent, Secretariat and Board of Public Works levels; copies of GAD-X3 (Individual Request for Out-of-State Travel); request for personnel order, etc. at they relate to out-of-state travel/training. Budgetary information relative to this area will also be located here.	Retain for one year, then destroy.
1911	In-State Travel/Training - Contains procedural materials relating to approval for in-state training; approval at Superintendent's level; request for personnel order, etc. as they relate to in-state travel/training. Budgetary information relative to this area will also be located here.	Retain for one year, then destroy.
1912	OPEN	
1913	OPEN	
1914	OPEN	

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2/4/88 Carl F. *Director* *Director of Planning & Research* 5/17/88 Edward *State Archivist*
 Date Signature Title Date Signature

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1915	Special Firearms Programs (Pistol Team and Annual Agency Pistol Match) - Contains data relating to pistol team requests and annual Agency pistol match.	Retain for one year, then destroy.
1916	Project Assignment Log - Log consists of two forms: Training Division Project Assignment Log (19-6) and Employee Assignment Project Log (19-7). Both forms will be kept in a looseleaf binder. Excess forms may be placed in the file.	The Project Assignment Log will be retained permanently. The Employee Assignment Project Log will be kept for as long as the employee is assigned to the Division, plus three years, then destroyed.
1916-1	Project Assignments - Miscellaneous project assignments - contains all correspondence for projects, including a copy of the Training Division Project Log (19-5). This material is filed numerically.	Retain for five years, then destroy.

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Agency, or Division Representative

Schedule Authorized by
Hall of Records Commission

2/4/88 Carl F. Tomaszewski
 Date Signature *Director*
 Planning Branch

5/17/88 Edward L. ...
 Date State Archivist