

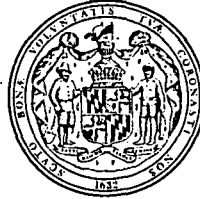
983

State of Maryland Department of General Services

DESIGN & CONSTRUCTION
ARCHIVES & RECORDS MANAGEMENT
PLANT MANAGEMENT
PROPERTY MANAGEMENT
PRINTING & PUBLICATION
TELECOMMUNICATIONS
PURCHASING & MATERIALS MANAGEMENT
ADMINISTRATION & FINANCE

HARRY HUGHES
Governor

EARL F. SEBODA
Secretary



MARYLAND STATE POLICE FILING AND RETENTION SCHEDULE - DIVISIONS

The attached General File Plan and Records Retention Schedule for Divisions/Barracks/Posts has been approved by the Superintendent and the State Archivist as indicated by the signatures below. For their control purposes, this schedule has been assigned Number 983 by the Records Management Division of the Department of General Services.

The File Plan outlines file captions and codes to be used to identify and arrange series of records maintained by your Divisions/Barracks/Posts which do not have a unique schedule. This Schedule represents continuing legal authority for retention and disposal of the records listed. Schedules, instructions and related material previously issued which are inconsistent with the attached are hereby superseded and may be destroyed. The previous schedule number is 646.

It is essential that the General File Plan and Schedule along with this signature page be kept available for ready reference, to insure that any disposable material be retained only for the period specified and then destroyed.

The effective date for implementation of the General Filing and Retention Schedule will be the date of the Archivist's signature.

Carl Bauer
Signature

Director, Planning and
Research Division
Title

5/22/84
Date

Signature

Title

Date

State Records Management Center
7275 WATERLOO ROAD (RTE. 175), P.O. BOX 275, JESSUP, MARYLAND 20794-0275 (301) 799-1930

Teletypewriter for Deaf: Balto Area 383-7555

D.C. Metro 565-0451

Statewide 1-800-492-5062

CHAPTER 8

SECTION I

GENERAL PROCEDURES

1-0 Purpose

1-1 The purpose of records management is to prescribe procedures for:

- a. The development and implementation of a continuing records management program for each installation/division of the Maryland State Police
- b. The organization and maintenance of current records
- c. The disposition of all record and non-record materials.

2-0 Authority

2-1 This records management chapter has been prepared pursuant to, and in furtherance of, the provisions of the Records Management Act of 1953, Annotated Code of Maryland, Article 54, Sections 7 through 10, and establishes standardization of files and records throughout the Agency.

2-2 This chapter and all additions, amendments, instructions, directives, and other records management materials are issued under the authority of the Superintendent to be administered by the Planning, Research, and Inspection Division as provided in the Maryland State Police Administrative Manual.

2-3 Separate retention schedules to cover those records which are unique to a particular division/installation will be established by PRID and maintained in addition to the filing and retention schedule specified in Section II of this Chapter.

2-4 Additional files, records, or procedures will not be established without the prior approval of the Planning, Research, and Inspection Division.

3-0 Scope

3-1 Unless otherwise ordered, the provisions of this chapter shall apply to all divisions/installations of the Maryland State Police. Application of the provisions established herein is mandatory, and all material and instructions previously issued which are inconsistent with this chapter are hereby superseded.

4-0 Responsibility

4-1 The Planning, Research, and Inspection Division has the overall responsibility for monitoring the creation, maintenance, and disposition of the Agency's records. This responsibility includes, but is not limited to, the following specific items:

- a. Analyzing, developing, coordinating, and installing records management procedures, including filing procedures, to meet the needs of the Agency
- b. Inspecting and surveying the Agency's records at all locations to determine the adequacy of the records system and the application of, and conformance with, the system
- c. Serving as liaison with the Records Management Division, Department of General Services, on matters relating to records management.

4-2 Commanders at each individual location where records are kept and used are responsible for implementing this filing system. The location of files will be left to the discretion of individual commanders. However, bulky files such as oversized pages and computer printouts may be kept in binders, but must be properly labeled.

4-3 The objective in managing official records is to make them serve the purpose for which they were created as economically and efficiently as possible. This objective can be reached by constant adherence to the procedures established herein.

5-0 Guidelines for Filing

5-1 Do not file useless paper. The filing of records should be restricted to those records listed in the Agency's filing schedule. Filing less has four primary advantages:

- a. Faster Finding
- b. Faster Filing
- c. Easier Disposal
- d. Saves space, equipment, and supplies.

5-2 Limit the number of copies of each document prepared to those which are specifically required or requested or which serve a valid purpose. Do not file the extra copies of:

- a. General Orders, Memorandums, Special Orders, Personnel Orders, and other internal directives
- b. Reproduced documents used in the suspense or tickler file as a reminder to complete an action. Ledgers should be utilized for accountability
- c. Incoming correspondence commonly known as the "courtesy copy".

5-3 Required records are the "official files" of the division/installation which should be completely separated from the "unofficial files". The "official files" are those files which actually document the functions and responsibilities of the division/installation. These include the Fiscal, Administration, Law Enforcement Operations, Legal, Personnel Administration, and other related files as itemized in the filing system.

5-4 "Unofficial files" consist of copies of printed or reproduced pamphlets, magazines, technical reports and related publications maintained by choice, as a source of useful information and generally include "The FBI Digest," supply catalogs, and similar informative publications. These publications are not listed in the Filing System because they often involve numerous subjects and cannot be categorized under any specific topic. They may, in fact, be disposed of at the pleasure of the Commander.

5-5 Most duplicate files are maintained merely for convenience; seldom are they essential to the operation of the division/installation. Duplicate files kept at various locations within an office may seem efficient, but they are costly to maintain and can be misleading because they do not always contain a complete case history or sufficient background data necessary to make sound decisions. Furthermore, duplicate files can often undermine the main files.

5-6 Eliminate Extra Copies.

Creation of extra copies should be limited to those which will be of significant value to the division/installation and only when the responsibility for their maintenance can be firmly established. Shown below are some of the ways to minimize the creation and receipt of extra copies:

- a. Review and trim the distribution lists for correspondence and other papers dispatched from your division/installation
- b. Discontinue sending extra copies unless there is a known need
- c. Request to be removed from the distribution list, if information copies are routinely received from a particular office which do not concern your operation.

5-7 Review carefully the publications you are receiving. Request deletion from the mailing list of those not pertinent to the functions of your division/installation.

6-0 Filing Systems and Arrangements

6-1 Case Files are the simplest and easiest of all to maintain and constitute the largest single type of file maintained by the Maryland State Police. They consist of groups of file folders arranged in numerical, alphabetical, chronological or geographical sequence, each group generally containing the same types of papers which tend to document an action from its beginning to its end. The following are samples of some of the more common files with arrangement patterns as maintained by the Maryland State Police.

Daily Barrack Logs	Chronological
Daily Radio Logs	Chronological
Trooper Activity and Leave Reports	Chronological
Trooper Activity and Leave Report Summaries	Chronological
Gun Registrations	Chronological and Alphabetical
Gun Permits	Alphabetical
Warrants	Warrant Control Number
Accident Reports	Complaint Control Number
Criminal Investigation Reports	Complaint Control Number
Accident and Sick Reports	Alphabetical
Personnel Records	Alphabetical

6-2 Since the primary functions and responsibilities of the Maryland State Police are enforcing the law and the apprehension and arrest of criminals who violate the law, it is understandable why over 90% of State Police records are case records. It is for these apparent reasons that particular attention should be given to planning, designing, and maintaining case filed records.

6-3 Technical reference files consist of printed reports, publications, manuals, law enforcement magazines, sales literature, specification manuals, supply catalogs, digests, and similar reproduced or printed materials kept in the office or library only as a source of useful information. Since technical reference materials need to be organized and arranged along library lines, rather than in folders and cabinets, they have not been included in the filing outline. This does not mean that they should be maintained without any control. After carefully selecting those publications pertinent to your office, adequate measures should be taken to organize and maintain them in a manner best suited to the needs of your office. In this respect, the following should prove helpful.

a. At least once a year, screen the file to remove:

- (1) All rescinded and obsolete materials
- (2) Material which has been included in another publication maintained by the office
- (3) Material of no informational value.

b. Use one of the following methods to arrange the file:

- (1) SUBJECT arrangement if there are several feet of the documents which can be grouped by broad subject topics, such as "Narcotics," "Weapons," or "Radar"

(2) SOURCE arrangement if there are reference materials from several sources and users request them by source, such as "Police Academy," "National Crime Bureau," or "Schools of Law"

(3) TITLE arrangement when users request documents by title, such as "Police Chief" or "FBI Digest"

(4) NUMBER arrangement when publications, such as catalogs, laws, and manuals are identified and requested by number.

c. Use standard folders for filing lettersize and near letter-size documents which do not have identifying information on the spine.

d. Use binders for filing manuals, and other publications which are changed and updated through the issuance of new pages.

6-4 There are two primary purposes for maintaining card files:

a. As an index or guide to information filed elsewhere, such as index card files used to reference Criminal Investigation Reports, and

b. As a record of activities, such as the Complaint Control Card files.

6-5 Card files used for immediate reference to records should be easy to use and accurate. They are costly to maintain and should be established only if absolutely necessary. The three card files most often used by State Police divisions/installations are:

a. Complaint Control Card File

b. Master Name Index File

c. Accident Card File

7-0 Files Maintenance

7-1 The simplest and most convenient method of carrying out records disposition is to "cutoff" or "break" each file regularly and start a new file. A files cutoff system prevents the accumulation of files beyond actual current needs, prevents the growth of files into cumbersome, unmanageable collections, simplifies the retirement and destruction of records in blocks, facilitates reference to current files, and restricts the requirements for additional space and equipment.

7-2 Case files may be cutoff at the termination of a transaction. For example, when an investigation has been completed and the case finally adjudicated, the folder(s) can be marked with the date of termination and placed apart from open cases. This applies to files which are designated with open and closed provisions only.

7-3 Chronological sequence files, such as accounting and fiscal, are easy to cutoff since they are initially filed by fiscal or calendar year. At the time of cutoff, simply move the files to an inactive files area until they can be transferred or destroyed in accordance with your records retention schedule, and prepare new folders for the current year.

7-4 A chargeout record will be made and substituted for all documents removed from the file for reference purposes. Information entered on the chargeout record is used for locating the document when it is removed from the drawer. When the documents are returned to the drawer, the entries are lined out and the record is available for re-use.

7-5 While guide cards are the principal file signposts, drawer labels and folder labels also help to find or file faster in the right folders. Drawer labels narrow the search to one drawer, guide labels to several folders, and folder labels to the contents of one folder. Labels should be in large type and colored if possible, to help identify separate files. Captions should be accurate and complete to identify the contents.

- a. Usually the first label read is the drawer label. It should normally show the file title, years covered and the segment of the file included in that drawer. Where possible, and sometimes as a necessity, a distinction between active and inactive files and the kind of file arrangement may also be shown as indicated below:

DRAWER LABELS

ADMINISTRATION -- ADM

ADM 1 (Records Management)

to

ADM 5 (Status Reports)

LAW ENFORCEMENT OPERATIONS -- OPS

OPS 3 (Warrants)

to

OPS 6 (Private Detectives)

7-6 The second label usually needed is the guide label which should clearly show the contents of the folders which follow. In many instances this label will be identical to the label on the first folder behind the guide. For numbered case files, guide labels should reflect numeric breakdowns of the file at regular intervals, perhaps at every group of 10 numbers. For alphabetical files, guide labels are not needed for each letter of the alphabet, but they should be placed at intervals to identify the largest and most used collection of folders, and show the file code, as well as the topic.

7-7 The entire files system is designed and planned to direct the user speedily to one folder. If the label on the folder does not completely and exactly identify the contents, even the best files system falters. A good folder label should reflect in no more than three typewritten lines; the specific name, letter, geographic location, topic, number, code or symbol identifying exactly the contents of that folder. If folders are broken down in chronological order, indicate the segment kept in each particular folder. Samples are shown below:

FOLDER LABELS

FIS 1 - WORKING FUND
1976

FIS 2 - INVOICES FORWARDED
1976 FOR PAYMENT

FIS 3-1 - CAPITAL EQUIPMENT
1976 AND IMPROVEMENTS

ADM 11 - STAFF INSPECTIONS
1976

OPN 24 - CRIMINAL INVESTIGATION
1976 REPORT

OPN 25-1 - MISSING PERSONS
1976 REPORT (CLOSED)

PER 3-1 - ROSTERS
1976

PER 11-2 - CADET POSITIONS
1976

PER 11-3 - CIVILIAN POSITIONS
1976

PER 11-1 - TROOPER POSITIONS
1976

8-0 Filing and Retention Schedule

8-1 The basic filing and retention schedule outlined in Section II of this Chapter defines a system for identifying and arranging records to facilitate quick and easy reference and disposition. All correspondence, reports and records created or received at the division/installation are included in this outline and have been brought together under nine subject primaries according to the functions to which they relate. As an example, all correspondence and records which relate to the acquisition, expenditure, and audit of funds have been brought together under the primary: FISCAL. All correspondence which documents the status of personnel have been brought together under the primary: PERSONNEL ADMINISTRATION. Records which document the operational functions of the Agency have been brought together under the primary: LAW ENFORCEMENT OPERATIONS, which is broad enough to cover the full range of activities concerned with preventing crimes and enforcing the laws and ordinances of the State.

8-2 Secondary subjects, which relate to the primary subjects, are arranged alphabetically following the primary subjects. For example: Budget Requests and Capital Equipment and Improvements are secondary to FISCAL. Accident and Sick Reports (Open) are secondary to PERSONNEL ADMINISTRATION. Warrants, Firearms Dealers, Criminal Summons, and Incident Reports are secondary to LAW ENFORCEMENT OPERATIONS.

8-3 Some secondary subjects are further subdivided into related tertiary subjects to allow for a more definitive grouping of papers. For example: following FISCAL, all papers concerned with Budget Requests are further subdivided between Capital Equipment, Motor Vehicle Equipment, and Ordnance Equipment. This system is basically a subject file system where the subjects are further subdivided to permit a more refined classification of papers and folders.

8-4 File codes avoid the need to write out lengthy subject titles of papers and to make finding and filing easier and faster. A group of letters and consecutive numbers are assigned to each subject. This converts the system from a straight subject to a modified subject numeric system, permitting arrangement of primary subjects in alphabetic sequence while retaining a simple numeric order for subdivisions of the primaries. For example:

Primary	FIS	FISCAL
Secondary	1	Working Fund
Secondary	3	Budget Requests, Authorizations
Tertiary	3-1	Capital Equipment and Improvements - Motor Vehicle Accessories - Inventory
Primary	ADM	ADMINISTRATION
Secondary	1	Records Management
Secondary	6	Civil Defense - Disaster Plans
Tertiary	6-1	Radef Equipment - Testing and Monitoring

Thus, the modified subject numeric system has the additional advantages of being easy to memorize and of allowing maximum flexibility in adding new symbols without breaking the continuity of the pattern, or changing symbols assigned to other subjects.

9-0 Record Copy

9-1 Certain divisions/installations are required to keep a record copy of certain documents, reports, invoices, or other material until audited or because of other administrative necessities. A record copy must be kept at least three years by Maryland Statute.

10-0 Destruction and Storage of Records

10-1 When records or files are scheduled for destruction as outlined in applicable records schedules, commanders will use their discretion and good judgment to complete this function. Records and files that are considered to be sensitive or confidential in nature, such as applicant files, investigation files, etc., should be shredded.

10-2 When records or files are scheduled for storage, they should be packaged in accordance with instructions found in the Records Management Manual published by the Department of General Services, Hall of Records Commission, Records Management Division, before being transported to the Hall of Records.

SECTION II

FILING AND RETENTION SCHEDULE - DIVISIONS/BARRACKS/POSTS

1-0 Administrative

These files consist of all correspondence, records, and reports which relate to the internal management and general administration of all Maryland State Police divisions, barracks, and posts.

ADM

- | | | |
|-----|--|--|
| 1 | <u>Records Management</u> | Contains a copy of applicable Filing and Retention Schedules. Record copy of all filing and retention schedules maintained by PRID.

Retain the schedule as a perpetual file by updating when amended or revised. PRID retain outdated copy for three years and until no longer needed, then destroy. |
| 1-1 | <u>Records Transmittal and Receipt (Department of General Services Form RM-11)</u> | Contains a completed copy of DGS-RM-11 form. Record copy maintained by the State Records Center.

Retain installation copy for twenty-five years. Then destroy. |
| 1-2 | <u>Certificate of Records Disposal (Department of General Services Form RM-2)</u> | Record copy maintained by State Records Center.

Retain the non-record copy for one year. Then destroy. |
| 1-3 | <u>Biennial Records Holdings (Department of General Services Form 550-6)</u> | Contains a completed copy of Form DGS-550-6. Record copy maintained by Department of General Services.

Retain installation copy for two years. Then destroy.

Aggregate agency copy maintained by PRID for four years. Then destroy. |
| 2 | <u>General Orders</u> | Contains a copy of all General Orders issued by the Superintendent to announce policies affecting the entire Agency. Example: Superintendent -01-76-1, 01-76-2, 01-76-3. Receipt or Appraisal of Orders, Memoranda, and Manual Revisions (Form #42) will be attached to the applicable General Order. Record copy maintained by PRID.

Retain until Order has been superseded or cancelled and then destroy. |

3 Special Orders - Active

Contains a copy of all Special Orders which affect specific segments of activities, and are of a temporary or self-cancelling nature. This file contains individual folders arranged according to prefix on an "as needed" basis. Example: Glen Burnie Barrack -65-76-1, 65-76-2; Planning, Research, and Inspection Division - 02-76-1, 02-76-2; or Medical Division - 12-76-1, 12-76-2, etc. Receipt or Appraisal of Orders, Memoranda, and Manual Revisions (Form #42) will be attached to the applicable Special Order.

Retained by the originating authority until superseded, rescinded, or cancelled, then remove to the inactive file. Orders received from other authorities shall be retained until superseded, rescinded, or cancelled. Then destroy.

3-1 Special Orders - Inactive

Contains a copy of each Special Order issued by the originating source which has been superseded, rescinded, or cancelled. Record copy maintained by the originating source.

Retain three years after Order has been superseded, rescinded, or cancelled. Then destroy.

3-2 Special Order Issuance Record

Contains Special Order Issuance Record (Form #151) of issuing authority. Permanent retention.

4 Memoranda - Active

Contains a copy of all Memoranda issued to disseminate information which does not warrant a formal order. This file contains individual folders to be filed according to prefix on an "as needed" basis. Example: Operations Bureau - 04-76-1, 04-76-2; Aviation Division - 22-76-1, 22-76-2; Supply Division - 13-76-1, 13-76-2, etc.

Retained by the originating authority until superseded, rescinded, or cancelled, then remove to the inactive file. Memoranda received from other authorities shall be retained until superseded, rescinded, or cancelled. Then destroy.

ADM

- 4-1 Memoranda - Inactive Contains a copy of each Memoranda issued by the originating source which has been superseded, rescinded, or cancelled. Record copy maintained by the originating source.
- Retain three years after Memoranda has been superseded, rescinded, or cancelled. Then destroy.
- 4-2 Memoranda Issuance Record Contains Memoranda Issuance Record (Form #152) of issuing authority. Permanent retention.
- 5 Status Reports Contains copies of those reports prepared by Commanders at originating source and used to produce the Agency Annual Report, as well as to review the operating efficiency of individual installations. Record copy maintained by the originating source.
- Retain five years and until no longer needed. Then destroy.
- 6 Civil Defense/Disaster Plans Contains matters relating to Civil Defense, Fire, or comparable Emergency Evacuation Procedures. Non-record material.
- Retain until amended or revised. Then destroy.
- 6-1 Radef Equipment Testing and Monitoring Contains records of maintenance and use of Radef equipment assigned to divisions and installations. Record copy maintained by user.
- Retain as long as the Radef equipment is in use. After it is disposed of - then destroy.
- 7 Energy Conservation Contains communications concerning fuel conservation and related documents.
- Retain for three years. Then destroy.

ADM

8 Statistical Surveys
and Reports

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 originating source.
Example:

- 8-1 Uniform Crime Reports
- 8-2 Maryland Automated Accident Reporting System
- 8-3 Automated Incident Reporting System
- 8-4 Speed Survey
- 8-5 Related Summaries

Originator retain for three years. Then destroy. Non-record copies may be destroyed when no longer needed.

9 Daily Barrack Logs

Contains a record of information not entered on the Complaint Control Cards, including incoming and outgoing telephone calls recorded as needed. Attach the Daily Barrack Sign-In and Sign-Out Log and the Daily Patrol or Assignment Schedule to the Daily Barrack Log (Form #3). Record copy maintained by the originating source.

Cutoff annually. Retain three years. Then destroy.

10 Daily Radio Logs

Contains a record of radio messages received and transmitted at the originating source and a record of information not entered on the Complaint Control Cards. Record copy of Radio Log (Form #4) maintained by the originator.

Cutoff annually. Retain three years. Then destroy.

10-1 Daily Radio Tower
Light Check Record

Contains record of daily check of proper operation of the radio tower lights on Radio Tower Light Check Record (Form #4A). Record copy maintained by the originator.

Cutoff annually. Retain three years. Then destroy.

ADM

10-2 MILES Message Log Contains a record of monthly messages transmitted at the originating sources. Record copy of MILES Message Log (Form #23) maintained by the originator.

Cutoff annually. Retain three years. Then destroy.

11 Staff Inspections Contains copies of inspection reports conducted by the Staff Inspection Unit and all related correspondence. Record copy maintained by the Staff Inspection Unit.

Retain non-record copy two years. Then destroy. Staff Inspection Unit retain for five years. Then destroy.

12 Command Meeting Minutes (Headquarters) Contains minutes of meetings attended by Bureau Chiefs, Troop Commanders, Division Commanders, and Barrack Commanders. Record copy maintained by the originating Commanding Officer.

Retain three years, then destroy.

12-1 Local Meeting Minutes Contains minutes of meetings attended by local installation personnel.

Record copy maintained by local installation.

Retain three years. Then destroy.

13 Application for Access to Public Records- Approved (Open) Contains all copies of approved Applications for Access to Public Records (Form #58), that are awaiting payment of fees or awaiting retrieval from storage or use.

Applications awaiting payment of fees will be retained thirty days. If payment is not received, destroy.

Applications awaiting retrieval from storage or availability will be retained for thirty days from the date they become available. When fee is received, place in file ADM 13-2. If payment is not received within thirty days, destroy.

13-1 Application for Access to Public Records- Approved (Closed) Contains all copies of approved Applications for Access to Public Records (Form #58), for which the fee has been received and copies of the records have been sent.

Chapt. 6
Sec. 11
Sub. ADM 13-1

ADM

13-1

Retain for three years. Then forward to State
Records Center for destruction after twenty-
five years additional retention.

ADM

13-2 Application for Access to Public Records- Approved (Pending) Contains all copies of approved Applications for Access to Public Records (Form #58), that the fee has been received, but the records are not yet available.

Retain until copies are sent, then place in file ADM 13-1.

13-3 Application for Access to Public Records- Denied (Open) Contains all copies of Applications for Access to Public Records (Form #58), which have been denied and on which an appeal has been noted.

Retain until appeal has been resolved, then place in file ADM 13-4.

13-4 Application for Access to Public Records- Denied (Closed) Contains all copies of Applications for Access to Public Records (Form #58), which have been denied and on which appeals have not been entered.

Retain for three years. Then forward to State Records Center for destruction after twenty-five years additional retention.

14 General Agency Correspondence 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.

Retain three years and until no longer needed. Then destroy.

2-0 Personnel Administration

These files include correspondence which concern personnel classification, assignment, performance rating, leave, duty schedule, and other related topics which document the status of uniformed and civilian employees.

PER

1 Trooper Activity and Leave Reports Contains reports documenting hours worked and leave taken on a bi-weekly basis recorded on the Trooper Activity and Leave Report (Form #14). Record copy maintained by the Personnel Management Division.

PER

- 1 Retain non-record copy one year. Then destroy. Training-Personnel Division retain for three years and until audited. Then destroy.
- 1-1 Activity - Duty Hours and Leave Summaries Contains reports tabulated bi-weekly from information obtained from Trooper Activity and Leave Reports on Trooper Activity Summary (Form #29) and Trooper Duty Hours and Leave Summary (Form #29A). Record copy (Form #29A) maintained by Finance Division. Record copy (Form #29) maintained by Tele-Communications Division.
- Retain non-record copy one year. Then destroy. Finance Division retain three years and until audited. Then destroy. Tele-Communications Division retain three years. Then destroy.
- 2 Civilian Work and Leave Reports Contains reports documenting hours worked and leave taken on a bi-weekly basis on the Civilian Employee Work and Leave Report (Form #31). Record copy maintained by Training-Personnel Division.
- Retain non-record copy one year. Then destroy. Training-Personnel Division retain for three years and until audited, then destroy.
- 3 Leave and Duty Schedules Contains monthly on and off-duty status of personnel (Leave sheets).
- Retain one year. Then destroy. Non-record report used to collect data for compilation of Trooper Activity and Leave Report (Form #14), Trooper Activity Summary (Form #29) and Trooper Duty Hours and Leave Summary (Form #29A).
- 3-1 Personnel Rosters Contains copies of the Agency's official alphabetical, seniority, and quarterly rosters, along with the local rosters and organizational charts.
- Retain as a perpetual file by updating as necessary. Non-record material.

PER

4 Overtime/Compensatory
Time Record

Contains copies of documents used for the authorization and control of overtime and compensatory time. Record copy of Overtime/Compensatory Time Record and Authorization for Overtime-Civilian Employees maintained by originator. Copy of Overtime Balance Report to be filed is that returned from Finance.

All documents retained for three years, then destroyed.

- 4-1 Overtime/Compensatory Time Record (Form #197)
- 4-2 Authorization for Overtime-Civilian Employees (Form #198)
- 4-3 Overtime Balance Report (Form #29B)

5 Auxiliary Uniform
Personnel Records

Contains alphabetically arranged personnel folders which are maintained for each uniformed employee assigned to the division, barrack, or post. Documents included in these folders are duplicates or extracts of documents filed in the official personnel folder: provides the Commander with information concerning the individual, and is to be kept under lock and key. Record copy maintained by the Personnel Division. Certain other personnel documents which must be kept for a limited period of time as a reference shall also be included in this file. Subdivide as needed. Example:

- 5-1 MSP Personnel Improvement and Development Appraisal
- 5-2 MSP Promotional Potential Rating
- 5-3 Request for Transfer or Withdrawal
- 5-4 Lecture Form
- 5-5 Letter of Appreciation
- 5-6 Agency Accidents
- 5-7 Personnel Information Form
- 5-8 Personnel Orders
- 5-9 Request for Secondary Employment

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

PER

5

- *5-10 A & S Reports - Closed
Return-to-Duty Certificate Attached
and Employee A&S Report Record
- 5-11 Founded Complaints and Records
Involving Disciplinary Action
- **5-12 Leave Record (Form #206) (Expired)
- ***5-13 Request for Training (Form #9)
- ****5-14 Uniform Record Issue Slips (Form
MSP 111) and Request for Supplies
and Equipment (Form MSP 120) - for
Uniform Clothing Only
- **5-15 Inspection Report - Personnel
- *****5-16 Adverse Material and Related Form
MSP 187
- 5-50 Miscellaneous Material

Retain auxiliary file as long as individual is employed by Maryland State Police. File accompanies individual when transferred. When individual retires, resigns, or dies, forward entire file to Personnel Management Division. Personnel Management Division will determine what material will be placed in the master file and/or destroyed.

*Contains record copies. Retain all non duty-related A&S Reports in the employee's auxiliary file for the duration of employment. Retain all closed duty-related reports for three years, then destroy. Open duty-related A&S Reports retained in the employee's auxiliary personnel file for the duration of employment. Medical Records Section will retain all duty-related A&S Reports for three years, then submit them to the Hall of Records for an additional thirty years.

**Retain for one year, remove from file and destroy.

***Record copy forwarded to Training Division. Filed in unique file for three years, remove and destroy. Non-record copy retained in file for three years, then remove and destroy.

****Retain Request for Supplies and Equipment (form MSP 120) six months, remove from file and destroy. Retain Uniform Record Issue Slips (form MSP 111) as long as individual is employed by Maryland State Police.

PER

~~Administrative source file as long as
[redacted]
[redacted] individual upon
[redacted]
[redacted].~~

~~*R [redacted] from file and
[redacted]~~

~~* [redacted] filed
[redacted]~~

~~**D [redacted] forwarded to Training Division,
[redacted] remove
[redacted] in
[redacted] and
[redacted].~~

IN 6

Auxiliary Civilian
Personnel Records

Contains alphabetically arranged personnel folders which are maintained for each civilian employee assigned to the installation. Documents included in these folders are duplicates or extracts of documents filed in the official personnel folder: provides the commander with information concerning the individual and is to be kept under lock and key. Record copy maintained by the Personnel Division. Certain other personnel documents which must be kept for a limited period of time as a reference shall also be included in this file. Subdivide as needed. Example:

- 6-1 Request for Transfer or Withdrawal
- 6-2 Personnel Information Form
- *6-3 A & S Report - Closed
Return-to-Duty Certificate
Attached
- 6-4 Efficiency Ratings
- 6-5 Personnel Orders
- 6-6 Founded Complaints and Records
Involving Disciplinary Action
- 6-7 Commendations
- **6-8 Leave Record (Form #205) (Expired)
- 6-9 Secondary Employment
- 6-10 Etc.

Retain non-record file as long as individual is employed by Maryland State Police. File accompanies individual when transferred. When individual retires, resigns, or dies - destroy.

PER

6

*Contains record copies. Retain all non duty-related A&S Reports in the employee's auxiliary file for the duration of employment. Retain all closed duty-related reports for three years, then destroy. Open duty-related A&S Reports retained in the employee's auxiliary personnel file for the duration of employment. Medical Records Section will retain all duty-related A&S Reports for three years, then submit them to the Hall of Records for an additional thirty years.

**Retain for one year, remove from file and destroy.

7

Open

8

Off Duty Use of Vehicle

Contains reports used to record use of Agency vehicles by personnel off duty on Off Duty Vehicle Use Form (MSP 169).

Retain one month, then destroy. Nonrecord report used to collect data for compilation of Off Duty Vehicle Use Monthly Summary (MSP 170).

8-1

Off Duty Use of Vehicle Summary

Contains monthly and annual summaries of data collected from Off-Duty Vehicle Use reports (MSP 169). Record copy maintained by P&R.

Retain monthly summaries five years and annual summaries ten years, then destroy. Planning and Research Division maintain Maryland State Police Statewide monthly summaries five years and annual summaries ten years, then destroy.

9

Weight Checks

Contains bi-annual check of police employees' weight recorded on Bi-Annual Weight Check (form MSP 54). Record copy maintained by Medical Records Section.

Retain non-record copy one year, then destroy.

10

A & S Reports - Open

Contains record copies of initial and interval A & S reports.

Retain until final A & S report closes the case. Then remove and place in the affected employee's Auxiliary Personnel Records file.

PER

- 11 Recruitment Contains application packet for trooper and cadet, trooper and cadet brochures, and Recruitment Source Survey forms.
- Retain until amended or revised. Then destroy. Non-record material.
- 11-1 Trooper Positions Contains height and weight charts and comments from the Personnel Division relating to position.
- Retain until amended or revised. Then destroy. Non-record material.
- 11-2 Cadet Positions Contains current pay scales, height and weight charts, outline of responsibilities and duties.
- Retain until amended or revised. Then destroy. Non-record material.
- 11-3 Civilian Positions 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.
- 11-4 Request to Fill Vacancy Contains copies of Request to Fill Vacancy (Form #12). Record copies maintained by the Vacancy Review Board. Non-record copy maintained by the originator.
- Retain all copies for three years. Then destroy.
- 12 Death Relief Fund Contains correspondence relating to the administration of the Death Relief Fund. Record copy maintained by the Death Relief Fund Administrator.
- Retain non-record copy until amended or revised. Then destroy.
- 13 Insurance Contains correspondence relating to insurance offers presented to MSP Personnel (flyers, brochures, and related materials).
- Retain until amended or revised. Then destroy. Non-record material.

PER

14 Employee Organizations

Contains correspondence relating to employee organizations such as MCEA, FOP, Credit Union, and Blood Assurance Program. Subdivide as needed.

Retain until amended or revised. Then destroy. Non-record material.

15 Used

3-0 Fiscal

These files consist of correspondence, records, and reports which pertain to the acquisition, expenditure, and audit of funds required for Maryland State Police operations.

FIS

1 Working Fund

Contains all items relating to the administration of working funds recorded on Working Fund Expenditures (Form #106) and Petty Cash Receipts (Form #115). Record copy maintained by Finance Division.

Retain non-record copy one year. Then destroy. Finance Division retain for three years and until audited, then destroy.

1-1 K-9 Working Fund

Contains all items relating to the administration of K-9 Working Fund Expenditures (Form #106) and Petty Cash Receipts (Form #115). Record copy maintained by Finance Division.

Retain non-record copy one year. Then destroy. Finance Division retain for three years and until audited. Then destroy.

2 Invoices Forwarded
for Payment

Contains copies of invoices received directly from vendor and forwarded for payment. Record copy maintained by Finance Division.

Retain non-record copy one year. Then destroy. Finance Division retain three years and until audited. Then destroy.

3 Budget Requests,
Authorizations

Contains copies of documents relating to budget requests for equipment, personnel, and training. Record copy maintained by Finance Division.

Retain non-record copy five years. Then destroy. Finance Division copy retained for five years and until audited. Then destroy.

FIS

3-1 Capital Equipment
Inventory and
Improvements

Contains records relating to inventory of furniture, typewriters, files, and related equipment; contains copies of warranties, loss or damage to capital equipment, requests for repairs or salvage, improvement receipts, etc. recorded on Capital Equipment Log (Form #10-2), Capital Equipment Inventory Log Card-3x5 Supply Division Pink (Form #13-8), Capital Equipment Inventory Log Card-3x5 Supply Division White (Form #13-7), Property Receipt Salvaged/Returned Equipment (Form #117), Request for Equipment Repairs (Form #119), Requisition Pads (Form #120), and Equipment Loss/Damage Report (Form #195). Also contains copies of initial contracts for leased office equipment and vending machines; purchase orders and service contracts for Agency-owned office equipment. Record copy maintained by Finance Division.

Retain non-record copy three years. Then destroy. Finance Division retain for three years and until audited. Then destroy.

3-2 Motor Vehicle
Accessories - Inventory

Contains records relating to fire extinguishers, cameras, sirens, emergency lights, and related equipment. Record copy maintained by Finance Division.

Retain non-record copy three years. Then destroy. Finance Division retain three years and until audited. Then destroy.

3-3 Ordnance Equipment -
Inventory

Contains records relating to handcuffs, Agency-issued ordnance, and related equipment. Record copy maintained by Finance Division.

Retain non-record copy three years. Then destroy. Finance Division retain three years and until audited. Then destroy.

Contains records relating to repairs and maintenance of Agency-issued ordnance (Form #116). Record copy maintained by Agency Firearms Instructor. Retain three years. Then destroy.

Non-record copy maintained by installation/division until repairs have been made. Then destroy.

FIS

3-4

Tactical Supplies
Inventory -
Capital Equipment

Contains records relating to tactical vehicles, shotguns, pepper foggers, and 1.5 tear gas guns. Record copy maintained by Finance Division.

Retain non-record copy three years. Then destroy. Finance Division retain three years and until audited. Then destroy.

FIS

- 4 Audit Report 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). Record copy maintained by Finance Division.
- Retain non-record copy three years. Then destroy. Finance Division retain permanently.

4-0 Law Enforcement Operations

These files consist of correspondence and reports of all criminal and non-criminal investigations initiated at the installation. Included are supportive documents such as lab reports, statements, records of impounded properties, and other related material required to complete the investigation.

OPS

- 1 Motor Vehicle Administration Contains MVA Forms DC 91 initiated by troopers requesting Motor Vehicle Administration to order the retesting of any Maryland licensed motor vehicle operator. Record copy maintained by SMVA.
- Retain one year. Then destroy. Record copy - SMVA
- 2 Applicant Investigation Contains log listing trooper, cadet, and civilian applicants along with the case number and other data on Investigation Assignment Record (Form #65). Record copy of log maintained by Personnel Division.
- Retain log three years after investigations are complete. Then destroy.
- 3 Warrants - Open Contains all open warrants and related documents authorizing personnel to take into custody individuals named thereon. Copies of all corresponding endorsements should be attached to the warrants. Prisoner Detainer Request (Form #166) should be attached, if applicable.
- Retain in open file until warrant is served or returned, then move to a closed file (OPS - 3-1). Record copy maintained by the appropriate court.

OPS

- 3-1 Warrants - Closed Contains all closed warrants and related documents.
- Retain one year. Then destroy.
- 3-2 Warrant Case
 Assignment Log Self-explanatory, recorded on Investigation Assignment Record (Form #65). Record copy of the log maintained by the originating source.
- Retain logs five years after proper disposition of all cases. Then destroy.
- 4 Correctional
 Officers Log Contains log listing investigations by Maryland State Police of applicants for the Correctional System, along with the case number and other data recorded on the Investigation Assignment Record (Form #65). Record copy of the log maintained by the originating source.
- Retain log three years after investigations are complete. Then destroy.
- 5 Special Police
 Commission Log Contains log listing investigations conducted by Maryland State Police of applicants for a Special Police Commission. (State agencies and private industry.) Includes requests to extend authority to direct traffic on adjacent public roads, along with the case number and other data on Investigation Assignment Record (Form #65). Record copy of the log maintained by the originating source.
- Retain log three years after investigations are complete. Then destroy.
- 5-1 Used
- 6 Private Detectives Log Contains log listing investigations of applicants for private detective licenses and investigations of complaints related to private detective violations, along with the case number and other data on Investigation Assignment Record (Form #65). Record copy of the log maintained by the originating source.
- Retain log three years after investigations are complete. Then destroy.

OPS

- 7 All Other Applicant
Investigations Log
- Contains log concerning inquiries or investigations for employment requested by other police departments, along with the case number and other data on the Investigation Assignment Record (Form #65). Record copy of the log maintained by the originating source.
- Retain log three years after investigations are complete. Then destroy.
- 8 Aeronautics Log
- Contains log listing investigations or inquiries relating to aircraft not covered by Incident Report (military) or Criminal Investigation Report (civilian). Use Investigation Assignment Record (Form #65). Record copy of log maintained by the originating source.
- Retain log three years after investigations are complete. Then destroy.
- 9 Firearms Dealers Log
- Contains log listing investigations of applicants for firearm dealerships and investigation of complaints related to firearm dealer violations, along with the case number and other data on the Investigation Assignment Record (Form #65). Record copy of log maintained by the originating source.
- Retain log three years after investigations are complete. Then destroy.
- 10 Application to Purchase
or Transfer Pistol/
Revolvers
- Contains completed copies of applications investigated by Maryland State Police (Form #77R). Record copy of investigations maintained by Firearms, Licensing, and Services Section.
- Retain investigative reports one year after investigation is complete. Then destroy.
- 10-1 Application to Purchase
or Transfer Pistol/
Revolvers Log
- Self-explanatory (Form #65). Record copy of log maintained by the originating source.
- Retain log five years after investigations are complete. Then destroy.

OPS

10-2 Used

10-3 Used

10-4 Used

10-5 Used

10-6 Used

11 Handgun Permit Log

Contains log listing investigations of applicants for a permit to carry or wear a handgun, along with the case number and other data (Form #65). Record copy of log maintained by the originating source.

Retain log three years after investigations are complete, then destroy.

11-1 Used

11-2 Used

11-3 Used

11-4 * Handgun Permit Application Investigation Form

Contains copies of Handgun Permit Application Investigations (Form #96 and #96A). Record copy maintained by the originating source.

Retain record copy three years. Then forward to State Records Center for destruction after thirty years additional retention.

Non-record copy maintained by installation where investigation was assigned. Retain one year, then destroy.

12 Handgun Search Report

Contains reports made by law enforcement personnel detailing facts concerning stop and frisk, when no arrest has been effected. Record on Handgun Search Permit (Form #97). Record copy maintained by the Handgun Permit Unit.

Retain one year, then destroy.

12-1 Used

12-2 Used

OPS

13 Jail Docket or Ledger

Contains a record of individuals detained by Maryland State Police personnel recorded on Release of Prisoner (Form #48) and Jail Dockets (Form #112). Record copy maintained by the originating source.

Retain three years. Then destroy.

14 Used

15 Criminal and/or Other
Summons

Contains legal documents issued by court authority mandating appearances before the court. Record copy maintained by the appropriate court.

Retain in open file until summons is served or returned, then move to closed file for one year. Then destroy.

15-1 Criminal and/or Other
Summons Log

Self-explanatory, Investigation Assignment Record (Form #65). Record copy of log maintained by the originating source.

Retain log five years after proper disposition of all cases. Then destroy.

11

OPS

16 Used

17 Open

18 Electronic Surveillance Equipment

Contains copies of correspondence relating to the registration of all electronic surveillance equipment. Record copy maintained by Licensing Division. Non-record copy maintained by originator.

Retain until one year after equipment is no longer serviceable. Then destroy.

19 Open

20 Summary of Administrative Investigations

Contains monthly and yearly summaries of administrative investigations (Form #83). Record copy maintained by the Planning and Research Division.

Retain monthly and yearly summaries two years. Then destroy.

21 Criminal Complaint Control Ledger

Contains all pages of the Complaint Control Ledger in numerical sequence (Form #94). Record copy maintained by the originating source.

Retain three years. Then forward to State Records Center for destruction after twenty years additional retention.

21-1 Criminal Investigator Caseload Ledger

Contains all pages of the Criminal Investigator Caseload Ledger (Form #84). Record copy maintained by originating source.

Retain three years. Then destroy.

22 Complaint Control Card

Contains all Complaint Control Cards filed in numerical sequence by complaint control number (Form #87).

Non-record report; retain one year. Then destroy. Data recorded on Complaint Control Ledger (Form #94) (OPS-21) or covered by other investigative reports; also used to collect data for compilation of AIRS reports.

OPS

23 Incident Reports

Contains all Incident Reports, Form 88 with applicable supplementary reports attached, Request for Laboratory Examination, Form 67, and Examination/Analysis Results, Forms 67B and 67C where applicable, and Witness Statement-Criminal Investigation, Form 73. Record copies maintained by the originating source.

Retain open reports until suspended or closed. Retain suspended reports five years, or longer, if needed. Then forward to State Record Center for destruction after ten years additional retention. Retain closed reports three years, then destroy.

Retain reports that support expenditure of large amounts of money and/or man-hours that are explained on Form 106, Working Fund Expenditures, and Form 115, Petty Cash Receipt, three years or until audited, then place in either the suspended or closed file, whichever is appropriate.

23-1 Crime Prevention Reports

Contains copies of all Commercial Security Surveys, Form 04-2, Residential Security Surveys, Form 04-3, and Incident Reports, Form 88, relating to crime prevention. Record copy retained by the originating source.

Retain five years, then forward to the State Records Center for destruction after twenty-five years additional retention.

24 Criminal Investigation Report

Contains all Criminal Investigation Reports with applicable supplementary reports attached including Waiver of Prompt Presentment, Form 46, Line-Up Identification Record, Form 51, Consent to Waiver of Extradition, Form 57, Request for Laboratory Examination, Form 67, Examination/Analysis Results, Form 67B and 67C, Handwriting Specimen Form, Form 70, Witness Statement-Criminal Investigation, Form 73, Latent Fingerprint Lift Card-3x5, Form 74, Authorization to Search and Seize Property, Form 78, Criminal Investigation Report, Form 89, and Handgun Search Report, Form 97. Record copies maintained by the originating source.

OPS

24

Retain open reports until suspended or closed. Retain suspended reports five years, or longer, if needed. Then forward to State Records Center for destruction after ten years additional retention. Retain closed reports three years after final adjudication. Then forward to State Records Center for destruction after twenty-five years additional retention.

24-1 Used

24-2 Used

25 Missing Person Report - Open

Contains all open Missing Person Reports (Form #79) with applicable supplementary reports attached, Request for Laboratory Examination (Form #67), and Examination/Analysis Results (Forms #67B and #67C) where applicable. Record copy maintained by the originating source.

25-1 Missing Person Report - Closed

Contains all closed Missing Person Reports (Form #79) with applicable supplementary reports attached, Request for Laboratory Examination (Form #67), and Examination/Analysis Results (Forms #67B and #67C) where applicable. Record copy maintained by the originating source.

Retain three years from open date, then destroy.

26 Vehicle Report - Open

Contains all open Vehicle Reports (Form #91) with applicable supplementary reports attached, Request for Laboratory Examination (Form #67), and Examination/Analysis Results (Forms #67B and #67C) where applicable. Record copy maintained by the originating source.

Retain until closed. See File 26-1.

26-1 Vehicle Report - Closed

Contains all closed Vehicle Reports (Form #91), release authorizations (Form #50) and applicable supplementary reports, Request for Laboratory Examination (Form #67), and Examination/Analysis Results (Forms #67B and #67C) where applicable. Record copy maintained by the originating source.

Revised

8-26.1

RETAIN THREE YEARS FROM OPEN DATE,
THEN DESTROY.

OPS

27 Motor Vehicle Inventory
 Log The Log contains numerical listing of motor vehicles which have been stored under the authority of MSP personnel (Form #90). Record copy of the log maintained by the originating source.

Retain completed log three years. Then destroy.

28 Tow Truck Service
 Questionnaire - Open Contains all completed Tow Truck Service Questionnaires (Form #194) which have been approved.

Record copy will be maintained by the originating source. Non-record copy will be given to the owner or manager.

Retain until closed.

28-1 Tow Truck Service
 Questionnaire - Closed Contains all closed Tow Truck Service Questionnaires (Form #194) that have been disapproved and the questionnaires of towing establishments that have been removed from the installation approved towing roster.

Retain for three years from disapproval/removal date. Then destroy.

29 House Checks Contains all closed House Check forms (Form #44).

Retain thirty days. Then destroy.

29-34 Open

35 Accident Reports Contains all reports and related documents concerning vehicle collisions recorded through the Maryland Automated Accident Reporting System. Filed by complaint control number, route number or patrol sector utilizing Motor Vehicle Accident Report (Form #1), Request for Laboratory Examination (Form #67), Examination/Analysis Results (Forms #67B and #67C), Witness Statement (Form #75), and Driver's Statement (Form #76). Record copy maintained by CARD.

Cutoff annually. Retain non-record copy three years. Then destroy.

OPS

36 Citation Book Issuance
Control Ledger

Contains a record of citation books issued to troopers. Coded by citation number and issued in sequential order (Form #155). Record copy maintained by the originating source.

Retain completed forms three years. Then destroy.

36-1 Traffic Citation
Control Ledger

Contains citation number, date issued, defendant's name and address, section number and trial court (Form #156). Record copy of ledger maintained by the originating source.

Retain completed forms three years. Then destroy.

36-2 Traffic Citation
Transmittal Form

Contains record of those citation copies which are forwarded to District Court on a daily basis. Record copy maintained by the appropriate court.

Retain three months. Then destroy.

37 Warnings

Contains copies of the official State Police Warning (Form #25) issued in lieu of a citation.

Destroy as non-record material 30 days after statistics are gathered and recorded on Trooper Activity and Leave Report (Form #14), and Trooper Activity Summary (Form #29).

38 Disabled Vehicle
Daily Log Sheet

Contains a listing and description of those vehicles unattended/abandoned on public property (Form #23B). Record copy maintained by the originating source.

Retain completed forms three years. Then destroy.

38-1 Call Box Logs

Contains copies of Call Box logs, monthly State Highway Administration reports, daily tapes, and any related material. Record copy maintained by originating source.

Cutoff annually - retain three years. Then destroy.

OPS

- 39 MSP Speed Computer
Calibration Log
- Contains copies of completed calibration reports which detail the accuracy of speed computers recorded on Speed Computer Calibration Log (Form #160).
- Retain partially completed records in the computer-equipped vehicle. Completed records must be retained as long as the computer is in use and one year after the equipment is disposed of. Then destroy.
- 39-1 Speed Computer Data
Concerning Repairs,
Bulletins, Correspondence
- Contains all correspondence and reports received pertaining to speed computer operations and maintenance.
- Retain as long as the computer is in use and one year after the equipment is disposed of. Then destroy.
- 40 Speed Device Arrest
Data
- Contains records of violations involving VASCAR and Radar arrests recorded on Speed Device Arrest Data (Form #11). File most recent cases to the front under the operator's name. Record copy maintained by the originating source.
- Retain for three years. Then destroy.
- 40-1 Radar Data Concerning
Repairs, Bulletins, and
Correspondence
- Contains all correspondence and reports received pertaining to Radar equipment and maintenance. Record copy maintained by the originating source.
- Retain as long as the Radar set is operable and in use and for one year after the equipment is disposed of. Then destroy.
- 41 Driving While Intoxicated
Cases - Open
- Contains all open alcohol influence reports and all documents related to same, Alcohol Influence Report (Form #32), State of Maryland Chemical Test Report (Form #33), and Disposition of Alcohol Chemical Test Case (Form #171).
- Retain until closed. See File 41-1.

OPS

- 41-1 Driving While Intoxicated Cases - Closed Contains all closed alcohol influence reports and all documents related to same (Forms #32, #33, and #171). Record copy maintained by the originating source.
- Retain three years after open date. Then destroy.
- 41-2 Alcohol Influence Summary Contains monthly summary of individual test run at each installation on Alcohol Influence Report Summary (Form #34A). Record copy maintained by the Alcohol Chemical Testing Unit.
- Retain non-record copy one year. Alcohol Chemical Testing Unit retain for three years, then destroy.
- 41-3 Breathalyzer Instrument Report Contains a record of maintenance tests and inspections of the Breathalyzer Instrument (Form #36) and Breathalyzer Field Inspection Report (Form #37). Record copy maintained by the Alcohol Chemical Testing Unit.
- Retain non-record copy one year. Alcohol Chemical Testing Unit retain for three years. Then destroy.
- Contains copy of Chemical Test Equipment Repair Report (Form #28). Record copy maintained at the installation. Non-record copy maintained by Alcohol Chemical Testing Unit while machine is in use. Installation retain as long as the instrument is in use and one year after the Breathalyzer is disposed of. Then destroy.
- 41-4 Instrument Certification File Contains copies of certification on new Breathalyzers, semi-annual certifications, and re-certifications after repairs. Record copy maintained by the originating source.
- Retain as long as the instrument is in use and one year after the Breathalyzer is disposed of. Then destroy.
- 41-5 Ampoule Assay Report Contains a copy of ampoule analyses results. Record copy maintained by the Alcohol Chemical Testing Unit.
- Retain until all cases under specific ampoule lots are finally adjudicated. Then destroy.

OPS

41-6 Chemical Testing Data
Repairs, Bulletins, and
Related Correspondence

Contains all correspondence and reports received pertaining to chemical testing. Record copy maintained by the originating source.

Retain as long as the Breathalyzer is in use and for one year after the equipment is disposed of. Then destroy.

41-7 Breathalyzer Log

Contains log of all alcohol influence and related drug arrests; results of chemical test and court disposition (Form #36B).

Record copy of log maintained by the originating source.

Retain three years after final adjudication, then destroy.

41-8 Used

41-9 Breathalyzer Operators
Log

Contains log of Breathalyzer tests performed by each operator recorded on Breathalyzer Operators Log (Form #36A).

Filed alphabetically by operator's name in individual sub-files.

OPS

41-9

Record copy maintained in the appropriate sub-file. Retain as long as operator is licensed, plus one additional year.

When operator is transferred, place in Auxiliary Personnel File (PER 5).

41-10 Alcohol Influence
Yearly Summary

Contains copies of Alcohol Influence Yearly Summary (Form #38). Record copy maintained by the Alcohol Chemical Testing Unit for three years. Then destroy.

Non-record copy maintained by the originating source for three years. Then destroy.

42-49 Open

50 Criminal Arrest

Contains copies of those arrests which are supported by B.I. numbers recorded on Criminal Arrest (Form #53). Record copy maintained by Criminal Records Central Repository.

Retain non-record copy of CA's and related documents five years after final adjudication. Then destroy.

51 Used

52 Criminal Arrest
Unsupported by B.I.
Number

Contains copies of those arrests which are not supported by B.I. numbers on Criminal Arrest (Form #53). Record copy maintained by Criminal Records Central Repository.

Retain non-record copy of CA's and related documents five years after final adjudication. Then destroy.

53 Criminal Arrest Juvenile

Contains record of juvenile arrests only (Form #53). Record copy maintained by the Criminal Records Central Repository.

Retain non-record copy of CA's and related documents five years after adjudication. Then destroy.

54 Used

55 Open

56 Property Records - Open Contains open property records filed consecutively by property record number, with related documents such as Request for Laboratory Examination form, Laboratory Services Section Evidence Receipt, and/or Court Receipt for property (Property Record -Form #63), Request for Laboratory Examination (Form #67), Laboratory Services Evidence Receipt (Form #67A).

Retain until closed. See File 56-1.

56-1 Property Records - Closed Contains all completely closed property records and all attachments (Forms #63, #64, #67, #67A). Record copy retained by Finance Division.

Retain non-record copy one year after full release. Then destroy.

56-2 Property Record Control Log Contains a listing of property record numbers in sequence, along with other pertinent information concerning property records issued to installation personnel recorded on Property Record Control Log (Form #63A). Record copy maintained by the originating source.

Retain ledger until completed and five years. Then destroy.

56-3 MSP Installation Property Log Contains data itemizing all material being held by MSP installations and disposition of same (Form #99). Record copy of logs maintained by the originating source.

Retain log five years. Then destroy.

56-4 Quarterly Property Record Inventory Contains most current Quarterly Property Record Inventory (Form #47). Record copy retained by Finance Division.

Previous quarterly inventory will be destroyed.

57 Abandoned Motor Vehicle - Open Contains copies of open vehicle reports dealing with abandoned vehicles, plus all attachments dealing with the disposition of abandoned vehicles utilizing Car Salvage Report (Form #46), Vehicle Report (Form #91), and Certificate of Motor Vehicle Sales-MVA (Form #131).

Retain until closed. See File 57-1.

OPS

57-1

Abandoned Motor
Vehicle - Closed

Contains copies of closed vehicle reports dealing with abandoned vehicles, plus all attachments dealing with the disposition of abandoned vehicles (Forms #46, #91, and #131). Record copy maintained by the originating source.

Retain three years. Then destroy.

58-65 Open

OPS

- 66 Burglar and Telephone Alarm Control Log Contains information concerning alarms installed at the barracks and posts. Record of all activated alarms and the cause. Alarm malfunctions are also recorded on this form, Burglar Alarm Control Log (Form #154). Record copy of the log maintained by the originating source.
- Retain for four years, then destroy.
- 66-1 Burglar and Telephone Alarm Correspondence Contains correspondence with vendors and business establishments concerning burglar alarm procedures. Record copy maintained by the originating source.
- Retain for four years, then destroy.
- 67 Criminal Polygraph 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.
- Retain five years after final adjudication and until no longer needed. Then destroy.
- 67-1 Non-Criminal Polygraph Contains graphs, copy of examiner's findings and all related data dealing with polygraph examinations involving non-criminal matters. Record copy maintained by Personnel Management Division.
- Retain five years and until no longer needed. Then destroy.
- 68 K-9 Activities Contains copies of records of activities generated by K-9 personnel assigned to field installations. Record copy filed at installation where K-9 handler is assigned. Non-record copy filed with K-9 Unit.
- Retain one year, then destroy.
- 68-1 K-9 Activity Summary (Form #40)
68-2 K-9 Handlers Daily Activity Report (Form #41)
- 69-79 Open
- 80-86 Used

5-0 Legal

These files contain copies of Federal, State, County, City and local laws and amendments which have, or if enacted, may have, a direct impact on Maryland State Police operations. Included is correspondence, interpretations, decisions, and opinions of the Attorney General's Office and other legal authorities.

LEG

- | | | |
|---|-----------------------------------|--|
| 1 | <u>U. S. Laws</u> | Self-explanatory.
Retain until repealed. Then destroy. |
| 2 | <u>State Laws</u> | Self-explanatory.
Retain until repealed. Then destroy. |
| 3 | <u>County Ordinances</u> | Self-explanatory.
Retain until repealed. Then destroy. |
| 4 | <u>City Ordinances</u> | Self-explanatory.
Retain until repealed. Then destroy. |
| 5 | <u>Local District Regulations</u> | Regulations created by county or city governments which affect MSP operations.
Retain until repealed. Then destroy. |
| 6 | <u>Attorney General's Opinion</u> | Self-explanatory.
Retain as a perpetual file by updating as necessary. |

6-0 Liaison

These files include miscellaneous correspondence with other governmental agencies which does not relate to any other category in this filing system.

LIA

- | | | |
|---|-------------------------|--|
| 1 | <u>Federal Agencies</u> | Create files as needed. Record copy maintained by the originating source.
Example:
1-1 Federal Bureau of Investigation
1-2 Bureau of Census
1-3 Secret Service
1-4 Etc.

Maintain three years and until no longer needed. Then destroy. |
|---|-------------------------|--|

LIA

2 State Agencies
 Excluding Courts

Create files as needed. Record copy maintained by the originating source.
Example:

- 2-1 Department of Transportation
- 2-2 Department of Health and Mental Hygiene
- 2-3 State Fire Marshal
- 2-4 State Highway Administration
- 2-5 Colorado Highway Patrol
- 2-6 Etc.

Maintain three years and until no longer needed. Then destroy.

3 State Courts

Self-explanatory. Record copy maintained by the originating source.

Maintain three years and until no longer needed. Then destroy.

4 Municipal Governments

Contains informative data concerning local police departments, city health agencies, and related organizations. Resident Trooper contracts and other related Resident Trooper correspondence. Record copy maintained by the originating source.

Maintain three years and until no longer needed. Then destroy.

5 County Governments

Contains informative data concerning county police departments, Society for the Prevention of Cruelty to Animals, and related organizations. Resident Trooper contracts and other related Resident Trooper correspondence. Record copy maintained by the originating source.

Maintain three years and until no longer needed. Then destroy.

7-0 Supply and Services

These files consist of correspondence and documents for supplies, equipment, and utilities which are required by the divisions, barracks, and posts.

1 Gas and Oil Usage Reports Contains those documents used to control inventory and usage of gas and oil supplies recorded on a Gasoline Pump and Oil Usage Report (Form #108), Oil Usage (Form #114), Daily Gas and Oil Inventory Log (Form #122), and copies of gas tickets. Record copies of Forms #108, #114, and gas tickets will be maintained by Finance Division. Form #122 will be maintained only at the installation.

Retain Forms #108, #114, and #122 for one year. Then destroy. Retain hard-back gas tickets one month. Then destroy. Finance Division retain Forms #108 and #114 for three years and until audited. Then destroy.

2 Requisitions - Open
Non-Capital Equipment

Contains copies of requests for materials not yet received. Supply catalog will be utilized for orders recorded on Requisition (Form #120), Special Purchase Orders/Supply Division Emergency Purchases (Form #122), Department of General Service Purchase Order (#PB 100), Department of General Services Warehouse Order (#DGS 74052), and Department of General Services Quarterly Order (#1A).

Retain until closed. See File 2-1.

2-1 Requisitions - Closed
Non-Capital Equipment

Copies of requests for materials which have been filled through supply channels (Form #120). Record copy maintained by Supply Division or Supply Section, Electronic Services Division, as appropriate.

Retain six months. Then destroy. Supply Division retain three years and until audited. Then destroy.

3 Motor Vehicle History

Consists of file folders arranged in sequential order according to car number. Example: J-1, J-2, etc. Folders contain copies for repairs, number changes, damage reports, inspections, and requests to install non-issued equipment. Request for Motor Vehicle Repairs (Form #118), Motor Vehicle Repair Report (Form #129), Motor Vehicle Inspection Report (Form #153), Equipment Loss/Damage Report (Form #195), and Request for Services of Electronic Services Division (Form #196). Record copies maintained by Finance Division, Motor Vehicle Division, or installation as appropriate.

SUP

3

Retain until vehicle is disposed of. Then destroy. Record copies, except Motor Vehicle Inspection Reports (Form #153), should be retained for three years and until audited and no longer needed. Then destroy.

3-1 Motor Vehicle Operation Reports

Contains all Motor Vehicle Operation Reports (Form #125) by month. Record copy maintained by Finance Division.

Retain one year. Then destroy. Finance Division retain three years and until audited. Then destroy.

3-2 Carwash Contracts

Contains copies of vendor contracts pertaining to carwashes.

Retain as long as contract is in effect and until the final bill has been paid. Then destroy.

SUP

3-3 Non-Issue Electronic
Equipment

Non-issue electronic equipment contains copies of MSP Form #204 and related documents.

Record copy maintained by Electronic Services Division for three years and until the equipment is removed. Then destroy. Non-record copy retained by installation/division until equipment is removed.

4 Photocopy Log

Contains copies of completed Photocopy Logs (GSP Form #10). Record copies maintained by Supply Division and Department of General Services.

Retain one month. Then destroy. Monthly summary forwarded to Supply Division where it is retained three years. Then destroy.

Contains copies of completed Monthly Maintenance Service Log-Photocopy Machine (Form #174). Record copies maintained by Supply Division.

Record copy retained for three years and until audited. Then destroy.

5 Tactical Supplies
Inventory -
Non-Capital Equipment

Contains records relating to flak vests, tear gas grenades and canisters, grenade launchers, gas masks, and tactical equipment bags. Record copy maintained by Field Operations Bureau.

Retain non-record copy three years. Then destroy. Field Operations Bureau retain three years. Then destroy.

8-0 Public Relations

These files contain all correspondence and reports which relate to activities which promote or publicize the mission and functions of the Agency.

PR

1 Organizations

Contains copies of correspondence from organizations concerning ceremonies, escorts, parades, and other requests for MSP participation including Lecture Form (Form #8) and Waiver of Claims and Release From Liability (Form #45). Record copy maintained by the originating source.

PR

- 1 Retain three years after the assignment is complete. Then destroy.
- 2 Press Releases Contains those authorized notices released for public dissemination.
Retain one year. Then destroy. Non-record material.
- 3 Public Officials Contains names, addresses, telephone numbers and titles of local public officials and agencies to which citizens can be referred for matters not handled by the Maryland State Police.
Retain as a perpetual file by updating as necessary. Non-record material.
- 4 Public Inquiries and Requests (Not Related to any Specific Category) Miscellaneous file which encompasses all non-specific requests and correspondence with the public. Record copy maintained by the originating source.
Retain three years after completed. Then destroy.
- 5 Maryland State Police Newsletter Contains newsletter distributed to Agency Personnel.
Retain one year, then destroy. Non-record material.

9-0 Training

Documents in this file consist of brochures, announcements, schedules, and reports requiring attendance at, or participation in, training programs conducted at police academies and various civilian institutions.

TNG

- 1 Academies and Special Courses Contains informative materials relating to special schools available to MSP personnel.
To be kept current by destroying obsolete materials on a yearly basis. Non-record materials.

TNG

1-1 Request for Special
Assignment/Training
Reports

Contains copies of requests for training or special assignment reports.

Retain until action is taken on the request. Then destroy.

2 College Programs
(On Campus)

Contains informative materials concerning college programs available to MSP Personnel.

To be kept current by destroying obsolete materials on a yearly basis. Non-record materials.

3 Weapons Qualification
(Combat Course)

Contains records of training and qualifications with Agency firearms recorded on Combat Firearms Training and Qualifications Form (Form #10). Record copy maintained by the Personnel Division.

Retain three years. Then destroy.

4 Tactical Training

Contains information relating to tactical training conducted by and for Agency personnel. Record copy maintained by Operations Bureau.

Retain three years. Then destroy.