DGS-F30-1
REV. 7/85

DEPARTMENT OF GENERAL SERVICES
Records Management Division

SCHEDULE NO. 1633

RECORDS RETENTION AND DISPOSAL SCHEDULE

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Department of Public Safety and Correctional Services

Data Services Division

Item No.	Description	Retention
	AGENCY / **DIVISION**	
	This schedule supersedes 1224-1, Items:	
	OPS 50	
	OPS 52	
	OPS 52-1	
	OPS 53	
	OPS 209	
	OPS 211	
	FIS 304	
	CRCR 2500	
	CRCR 2501	
	CRCR 2502	
	CRCR 2503	
	CRCR 2504	
	CRCR 2505	

Schedule Approved by Department, Agency, or Division Representative

Schedule Authorized by

8/23/94   Director
Date   Signature   Title

MAR 1 5 1996
Date   State Archivist

DGS-550-1A

RECORDS RETENTION AND DISPOSAL SCHEDULE
(CONTINUATION SHEET)

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Description	Retention
1.0	ADMINISTRATIVE	
1.1	Records Management	
	Contains a copy of applicable filing and retention schedules.	Retain the schedule as a perpetual file by updating when ammended or revised.
1.2	Records Transmittal and Receipt	
	Contains a completed copy of DGS-RM-550-5 form. Record copy maintained by the State Records Center.	Retain copy for three (3) years. Transfer to State Records Center for 22 yrs., then destroy.
1.3	Certificate of Records Disposal	
	Record copy maintained by State Records Center.	Retain the non-record copy for one (1) year, then destroy.
1.4	Meeting Minutes	
	Contains minutes of meetings.	Retain permanently. Transfer, periodically to Maryland State archives.
1.	Application for Access to Public Records	
	Contains all copies of approved Applications for Access to Public Records.	Retain for three (3) years. Then forward to State Records Center for destruction after twenty-five years additional retention.
1.6	General Correspondence	
	Routine correspondence.	Retain three (3) years or until no longer needed. Then destroy. Any policy directive or history of planning would retain permanently. Transfer periodically to Maryland State archives.
2.0	PERSONNEL	
2.1	Employee Work and Leave Reports	
	Contain reports documenting hours worked and leave taken on the bi-weekly Employee Work and Leave Report.	Keep current year, plus one (1) year then transfer to State Records Center for additional two (2) years. Then destroy.

Item No.	Description	Retention
.2	**Employee Payroll Exception Reports** Contains reports summarizing information obtained from the Employee Work and Leave Report. Record copy maintained by the Department of Public Safety and Correctional Services Finance Division.	Keep current year plus one (1) year then transfer to State Records Center for additional two (2) years. Then destroy.
.3	**Personnel Roster** Contains copies of the official alphabetical rosters.	Retain until superseded, then destroy.
.4	**Overtime/Compensatory Time Records** Contains copies of documents used for the authorization and control of overtime and compensatory time.	Keep current year plus one (1) year then transfer to State Records Center for additional two (2) years. Then destroy.
.5	**Auxiliary Personnel Records** Documents included in these folders are duplicates or extracts of documents filed in the official personnel folder. Record copy maintained by the Personnel Section of Data Services Division. Exception: Certain other personnel documents which must be kept for a limited period of time as a reference shall also be included in this file. Will be subdivided as indicated: Request for Transfer or Withdrawal Personnel Information Form Efficiency Ratings Founded Complaints and Records Involving Disciplinary Action Commendations Leave Record Secondary Employment Miscellaneous Material	Retain auxiliary file as long as individual is employed. When individual is transferred, retires, resigns, etc., forward file to Personnel Division.
.6	**Personnel Leave Jackets** File contains all copies of A & S Reports, Leave Requests, pertinent correspondence concerning "administrative leave", documentation relative to any event which needs explanation during a work period.	Retain file as long as individual is employed. When individual is transferred, retires, resigns, etc., forward file to Personnel Division.
7	**Leave Records** Record of all personnel's leave usage and earned.	Keep current year plus one (1) year then transfer to State Records Center for additional two (2) years. Then destroy.

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Item No.	Description	Retention
2.8	**Leave Accounting File** Contains paper copy of leave balancing for all individuals of the Repository.	Current year plus one (1) year then transfer to State Records Center for two (2) years. Then destroy.
2.9	**Change Reports** Contains all changes made to leave records after the computer has been updated for the previous pay period.	Current year plus one (1), then transport to State Records Center for two (2) years. Then destroy.
2.10	**Personnel Sign In/Out File** Contains each employee's sign in/out for each pay period. (showing starting time, breaks, lunch, and ending times.	Retain current year plus one (1), then transfer to State Records Center for two (2) years. Then destroy.
2.11	**Exception Reports (Regular and Contractual)** Contains any payroll exceptions transmitted to DPSCS Finance Division during a pay period.	Current year plus one (1), then transfer to State Records Center. for two (2) years. Then destroy.
2.12	**Personnel In-transit Forms** Contains information transmitted to DPSCS Finance Division listing any payroll adjustments for each individual.	Retain current year plus one (1) then transfer to State Records Center for two (2) years. Then destroy.
2.13	**Recruitment** Contains application packet, specification sheets, eligibility lists, interview schedules, selection criteria, and related materials and recruitment forms.	Retain until amended or revise, then destroy.
2.14	**Insurance** Contains correspondence relating to insurance (flyers, brochures, and related materials).	Retain until amended or revise, then destroy.
2.15	**Employee Organizations** Contains correspondence relating to employee organizations such as MCEA, Credit Union, and Blood Assurance Program.	Retain until amended or revise, then destroy.
3.0	**FISCAL**	
3.1	**Daily Cash Receipt Books** Receipt books used to record fees received for copies of various reports, applications and photographs.	Retain for three (3) years, and until audited, then destroy.

Item No.	Description	Retention
3.2	**Daily Cash Receipt File :** Contains copies of forms used to receipt for and transmit to MSP Finance Division, fees received for copies of various reports and/or photographs.	Retain for three (3) years, and until audited, then destroy.
3.3	**Invoices Forwarded for Payment** Contains copies of invoices received directly from vendor and forwarded for payment. Record copy maintained by MSP Finance Section.	Retain non-record copy one (1) year, then destroy.
3.4	**Budget Requests, Authorizations** Contains copies of documents relating to budget requests for equipment, personnel, and training. Record copy maintained by Finance Section.	Retain non-record copy five (5) years, then destroy.
3.5	**Capital Equipment Inventory & 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. Record copy is maintained by Data Services Division, Headquarters.	Retain non-record copy three (3) years, then destroy.
3.6	**Audit Reports** Contains any fiscal report required or requested by Department of Budget and Fiscal Planning, or any other responsible authority. Record copy is maintained by Data Services Division, Headquarters.	Retain non-record copy three (3) years, then destroy.
3.7	**Contracts** Create files as needed. Contains copies of initial contracts for leased office equipment, service contracts for office equipment, copies of vendor contracts.	Retain three (3) years after date of expiration and until no longer needed, then destroy.
4.0	**OPERATIONS**	
4.1	**Master Criminal Fingerprint File** Fingerprint cards covering reportable events are forwarded to the Central Repository from all law enforcement agencies in the state.	Retain 100 years. Then destroy.

No.	Description	Retention
4.2	**Master Non-Criminal Fingerprint File** Fingerprint cards for employees, applicants, and licensees of organizations specified by law, regulation or petition to the Secretary of Department of Public Safety and Correctional Services are forwarded to the Central Repository for processing and filing.	Retain 100 years. Then destroy.
4.3	**Duplicate Fingerprint File** Duplicate or subsequent fingerprint cards received from criminal justice and non-criminal justice agencies are received, processed and filed separately from the master file.	Retain 100 years. Then destroy.
4.4	**Deceased Fingerprint File** Fingerprint cards removed from the master and duplicate files when the subject has been identified as being deceased by fingerprint supported data.	Retain 100 years. Then destroy.
4.5	**Inactive Fingerprint File** Fingerprint cards removed from the master and duplicate files when the subject is 80 years old.	Retain 100 years. Then destroy.
4.6	**Petition File, et al** Contains open and closed petitions received from the court systems in the processing of an expungement and other associated correspondence. Record copy of petition maintained at the courts.	Retain current year plus two (2) years, then destroy.
4.7	**MD State Police's Expunged Cases** Contains petition, court order, all CHRI print outs, fingerprint card or index card relating to incident unsupported by fingerprints, buck slips, copy of certificate of compliance, and all other related correspondence produced or received in the processing of an expungement. Retained in manila folders.	Retain current year plus one (1) year, then destroy.
4.8	**Expungement Case File** File contains petitions, court orders, and related correspondence. Expunged fingerprint cards and other documents are returned to the originating agencies.	Retain in current active file for three (3) years then destroy.
4.9	**Child Care Background Investigation File** File contains applications for background investigations, computer printouts, FBI processed fingerprint cards, and related correspondence.	Retain in active file for two (2) years; transfer to State Records Center for additional ten (10) years, then destroy.

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Item No.	Description	Retention
.10	**Child Care Disclosure File** File contains applications for background investigation when only a disclosure statement is required.	Retain in active file for two (2) years, transfer to St.Record Center for additional ten (10) years, then destroy.
.11	**Criminal Arrest File** (Supported by B.I. No.) Contains copies of those arrests which are supported by B.I. numbers (MSP Form 53). These arrest reports which also show case disposition are received from all Maryland State Police installations.	Retain originals for one (1) year, transfer to State Records Center for 25 years, then destroy. Retain microfilm as duplicate record for twenty-five years, then destroy.
.12	**Criminal Arrest File** (Unsupported by B.I. No.) Contains copies of those arrests which are not supported by B.I. numbers (MSP Form 53).	Microfilm closed cases systematically. Retain original for one (1) year, then destroy. Retain microfilm for 25 years then destroy.
13	**Criminal Arrest File** (Juvenile) Contains copies of criminal arrest reports and case dispositions which are supported by B.I. number.	Microfilm closed cases systematically. Retain originals for one (1) year, then destroy. Retain microfilm for twenty-five years, then destroy.
14	**Barrack Identification File** (B.I.) 16m microfilm of criminal case records containing criminal data on subjects arrested between 1935 and 1965.	Retain microfilm for twenty-five years, then destroy.
15	**Criminal Rap Sheet File** 16m microfilm of FBI and other law enforcement agencies copies of subjects criminal arrerst reports and disposition.	Retain microfilm for twenty-five years, then destroy.
16	**Criminal History Record Inspection File** Contains completed application of an individual requesting to review and inspect criminal history record information concerning the applicant.	Retain in active file for five (5) years. Transfer to State Records Center for additional twenty years, then destroy.
17	**Master Fingerprint Files (appl.)** Master fingerprint cards (Applicant) which have been stored on micro-film cartridges.	Retain 100 years. Then destroy.
18	**Criminal Arrest Report (CAR)** Criminal arrest report numbers 00001 to 19999, case files of arrest and dispositions. These reports support the arrest supplied by fingerprints.	Retain microfilm for twenty-five years, then destroy.

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Item No.	Description	Retention
.19	**Challenge to Criminal History Record File** Contains completed forms an applicant submits to challenge the completeness, contents, accuracy or dissemination of his criminal history file.	Retain in active file for five (5) years. Transfer to State Records Center for additional twenty years, then destroy.
.20	**Master Index File** Names of persons, incidents which identify and used to reference record to computerized name Identification/Index files. Index Cards: Prior to automation.	Retain microfilm for twenty-five years, then destroy.
.21	**Statistical Reports** Production sheets, daily, monthly statistical activity sheets, telephone logs, for use on monthly and yearly statistical report.	Retain for six (6) months, then destroy.
.22	**406 Letters** 406-Letters-Visa and Immigration record check request copies with receipts.	Retain three (3) years, then destroy consistent with Privacy and Security Laws.
.23	**Private Employers** Private employers - receipts and addresses of private employers submitted by private employers.	Retain three (3) years, then destroy consistent with Privacy and Security Laws.
.24	**Tracking Number Audit Report** Contains computer printouts which list all tracking numbers by ORI order that have been assigned by that Agency.	Retain until superseded, then destroy.
.25	**Rape File** Contains pre-sentence investigation reports for charges prior to 1/1/78.	Retain 100 years. Then destroy.
26	**Detention Reports** Contains incarceration and release reports from local detentions.	Retain until superseded, then destroy.
27	**D.H.M.H. Reports** Contains commitment and release reports from Mental Health Centers.	Retain until superseded, then destroy.
28	**Master Name Index Deletion Report** Contains identification data of information deleted from Ident/Index.	Retain for one (1) year from date of deletion, then destroy.

DEPARTMENT OF GENERAL SERVICES
Records Management Division

RECORDS RETENTION AND DISPOSAL SCHEDULE

Department of Public Safety and Correctional Services	Data Services Division CJIS Central Repository
AGENCY	DIVISION

Item No.	Description	Retention
4.29	**ADR Input Change Report** Contains identification/arrest tracking data that shows the old/versus the new data.	Retain one (1) year from date of change. Then destroy.
4.30	**ADR Input Deletion Report** Contains identification and arrest tracking information deleted from Maryland on-line rap sheets.	Retain one (1) year from date of deletion. Then destroy.
4.31	**MORPHO System Down Report** Contains time and reason for system being down and maintenance performed.	Retain three (3) years, then destroy.
4.32	**Teleprocessing System Down Report** Contains time and reason for system being down and maintenance performed.	Retain three (3) years, then destroy.
4.33	**VM/VTAM System Down Report** Contains time and reason for system being down and maintenance performed.	Retain three (3) years, then destroy.
4.34	**Battery Room Fan Failure** Contains time and reason for failure and maintenance performed.	Retain two (2) years, then destroy.
4.35	**Procedures For Lights On UPS Generator Box (Brown Box)** Contains time and reason for maintenance call.	Retain two (2) years, then destroy.
4.36	**Procedures For Lights On UPS Monitor Box (Blue Box)** Contains time and reason for maintenance and if service call is warranted.	Retain two (2) years, then destroy.
4.37	**Procedures For Air Conditioning Units** Contains time and reason for maintenance and if service call is warranted.	Retain two (2) years, then destroy.

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Schedule Authorized by

MAR 1 5 1996

7/15/71   Nell &   Director

Edward C. Papenfuse

DGS-536-1
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DEPARTMENT OF GENERAL SERVICES
Records Management Division

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Department of Public Safety and Correctional Services

AGENCY

Data Services Division
CJIS Central Repository

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Item No.	Description	Retention
4.38	Procedures For Under Floor Water Detection System Contains time and reason for maintenance and if service call is warranted.	Retain two (2) years, then destroy.
4.39	Procedure For Liebert Chiller Contains time and reason for maintenance call.	Retain two (2) years, then destroy.
5.0	Help Desk	
5.1	System Response Times - Triple I File Amount of time the system took to retrieve information.	Retain three (3) years, then destroy.
5.2	Hot Files - Line NCIC Amount of time the system took to retrieve information.	Retain three (3) years, then destroy.
5.3	Equipment Malfunction Report Time and reason for computer room equipment failure maintenance performed.	Retain five (5) years, then destroy.
5.4	Request For Service Maintenance request for all State PC's.	Retain three (3) years, then destroy.
5.5	Miles Restricted Date and amount of time Miles was restricted.	Retain three (3) years, then destroy.
5.6	NCIC Down Date and amount of time NCIC was down.	Retain three (3) years, then destroy.
5.7	NCIC Restricted Date and amount of time NCIC was restricted.	Retain three (3) years, then destroy.
5.8	LETS Down Date and amount of time LETS was down.	Retain three (3) years, then destroy.
5.9	DMV Down Date and amount of time DMV was down.	Retain three (3) years, then destroy.

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Schedule Authorized by

MAR 15 1996 _Edward C. Papenfuse_

7/15/94 _[signature]_ Director

Date   Signature   Title   Date   Signature and Title

DGS-330-1
REV. 7/86

DEPARTMENT OF GENERAL SERVICES
Records Management Division

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RECORDS RETENTION AND DISPOSAL SCHEDULE

Department of Public Safety and Correctional Services	Data Services Division CJIS Central Repository
AGENCY	DIVISION

Item No.	Description	Retention
6.0	Communications	
6.1	Terminal Work Order 3270 service calls.	Retain five (5) years, then destroy.
6.2	Cost Savings Results Cost savings from in-house terminal repairs as opposed to vendor repair cost.	Retain ten (10) years, then destroy.
6.3	Work Up Sheet For Monthly Cancel Log Time and reasons for system problems for one month.	Retain three (3) years, then destroy.
6.4	Miles Operational Report Total time in hours and minutes of down time and operational time for MILES, NCIC, and MVA.	Retain three (3) years, then destroy.
5	Hourly Recap of MILES Down Time By Cause Time down for each month of Fiscal Year.	Retain three (3) years, then destroy.
7.0	I/O Room	
7.1	Tape Log Of Off Premise Tape Files Record of tapes sent off-site and return date.	Retain two (2) years, then destroy.
7.2	Tape Log Of Spool Tapes Sent For Microfilming Record of tapes sent to be microfilmed and return date.	Retain two (2) years, then destroy.
7.3	Production Status Request Form Record of moves from test status to production status for on-line and batch programs and JCL and documentation.	Retain three (3) years, then destroy.
7.4	Batch Job Documentation Contains information for running batch jobs.	Retain until updated or no longer needed. Then destroy.
7.5	Computer Room Paper Ordering Inventory of computer room paper.	Retain four (4) years, then destroy.

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Agency, or Division Representative

Schedule Authorized by

MAR 1 5 1996

7/15/94
Date   Signature   Title

Date   Signature

DCS-530-1
REV. 7/85

DEPARTMENT OF GENERAL SERVICES
Records Management Division

RECORDS RETENTION AND DISPOSAL SCHEDULE

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Department of Public Safety and
Correctional Services
AGENCY

Data Services Division
CJIS Central Repository
DIVISION

Item No.	Description	Retention
8.0	**Legal**	
8.1	**U. S. Laws** Self explanatory	Retain until repealed. Then destroy.
8.2	**State Laws** Self explanatory	Retain until repealed. Then destroy.
8.3	**Maryland Regulations** Self explanatory	Retain until repealed. Then destroy.
8.4	**Attorney General Opinions** Self explanatory	Retain as a perpetual file by updating as necessary.
9.0	**LIAISON**	
9.1	**Miscellaneous Correspondence.** Create files as needed. Record copy maintained by the originating source.	Maintain three (3) years or until no longer needed. Then destroy.
10.0	**SUPPLIES AND SERVICES**	
10.1	**Requisitions - Open** Contains copies of requests for materials not yet received.	Retain until closed. Transfer to closed file.
10.2	**Requisitions - Closed** Copies of requests for materials which have been filled through supply channels.	Retain six (6) months, then destroy.

This Approved by Department,
Agency, or Division Representative

Schedule Authorized by

MAR 1 5 1996 Edward C. Papenfuse jr

7/15/94 Walsh, Director
Date Signature Title

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REV. 7/85

DEPARTMENT OF GENERAL SERVICES
Records Management Division

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RECORDS RETENTION AND DISPOSAL SCHEDULE

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Department of Public Safety and Correctional Services	Data Services Division CJIS Central Repository
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Item No.	Description	Retention
10.3	**Material Safety Data Sheet** Lists hazardous and toxic substances on file for each HTS used or stored.	Retain for three (3) years after the Agency discontinues using a specific HTS, after which it will be forwarded to the Records Center for an additional thirty-seven years retention.
11.0	**SECURITY**	
11.1	**Operator Certification and LOGON ID Application** Application used to request access to the Maryland Criminal Justice Information System (CJIS) and related Data Services Systems.	Retain 100 years. Then destroy.
11.2	**Logon ID Maintenance (Form 8.15.1)** Form used to request a change in a user's CJIS access (different access type, name change, deletion, etc.)	Retain 100 years. Then destroy.
11.3	**LOGON ID Reinstatement (Form 18.6.2)** Form used to reinstate a CJIS user whose CJIS access had been deleted.	Retain 100 years. Then destroy.
11.4	**LOGON Verification Report** Report of all currently active CJIS users.	Retain three (3) years, then destroy.
11.5	**On-Line Temporary Access Request** Form used to request temporary access to the CJIS On-Line network.	Retain 100 years. Then destroy.
11.6	**Batch Temporary Access Report** Form used to request temporary access to CJIS data sets using the Batch system.	Retain 100 years. Then destroy.
11.7	**Operator Certification and LOGON ID Temporary Application** Form used to request a LOGON ID for CJIS access prior to the complete processing of the Operator Certification and LOGON ID application.	Retain 100 years. Then destroy.
11.8	**Request for On-Line CICS System Update (Form S-100)** Form used to add CICS transactions to the CJIS On-Line system.	Retain three (3) years, retention of originals unknown.

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MAR 1 5 1996

7/15/94

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DEPARTMENT OF GENERAL SERVICES
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Department of Public Safety and Correctional Services	Data Services Division CJIS Central Repository
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Item No.	Description	Retention
11.9	TSS Weekly Log Reports - B98737 Weekly Steps 210 & 220 Data stored on tape; no printed report.	Retain 3 years & destroy
11.10	Cross Check Report - B98930 - Monthly Originals not duplicated elsewhere.	Retain 3 years & destroy
11.11	Monthly Status Report - B98845 - Monthly Originals kept - copies distributed.	Retain 3 years & destroy
11.12	NCIC Access Removal Originals kept - copy kept by NCIC Control.	Retain 3 years & destroy
11.13	DATA Base Administration Image copy listing (both IMS and DB2) - run frequently from daily to weekly. Originals not duplicated elsewhere.	Retain 1 cycle & destroy
11.14	Network Terminal Reports - B98870 - Monthly Steps 10 thru 80 kept other steps distributed	Retain 1 year & destroy

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MAR 1 5 1996

Date _____ Signature _____ Title _____

Date _____ State Archivist _____

Fig. 8