

DEPARTMENT OF GENERAL SERVICES  
 RECORDS MANAGEMENT DIVISION  
**RECORDS RETENTION AND DISPOSAL SCHEDULE**

Schedule No. 1692  
 Page 1 Of 30

Agency MDOT-  
**MARYLAND TRANSPORTATION AUTHORITY POLICE** Division/Unit

Item No.	Description	Retention
ADM	SUPERCEDES SCHEDULE 747-9	
01	<u>01 COMMANDING OFFICER - ADMINISTRATIVE</u>  <u>Records Retention and Disposal Schedule</u>  Contains a copy of DGS 550-1 Retention & Disposal Schedule. Record copy maintained by State Records Management Center.	Retain at HQ/Records Unit until superseded, then destroy.
02	<u>Records Transmittal and Receipt</u>  Contains a completed copy of DGS-550-5 form. Record copy maintained by the State Records Center.	Retain at HQ/Records Unit for three (3) years from date of records disposal by Records center, then destroy.
03	<u>Certificate of Records Disposal</u>  Record copy of form DGS-550-2 maintained by State Records Center.	Retain at HQ/Records Unit for three (3) years, then destroy.
04	<u>Monthly Activity Reports</u>  Prepared monthly report by Installation Commanders. Used to review the operating efficiency of individual installations. Record copy maintained by the Commanding Officer.	Retain at facility for one (1) years, then destroy.

Schedule Approved by Department, Agency, or Division Representative.	Schedule Authorized by State Archivist
Date <u>AUG 17 1995</u>	Date <u>SEP 12 1995</u>
Signature <u><i>E. Hechmer</i></u>	Signature <u><i>Edward C. Papenfuss</i></u>
Typed Name <u>Edward Hechmer</u>	
Title <u>Chief</u>	

DEPARTMENT OF GENERAL SERVICES  
 RECORDS MANAGEMENT DIVISION  
**RECORDS RETENTION AND DISPOSAL SCHEDULE**  
 (Continuation Sheet)

Schedule No. 1692  
 Page 2 Of 30

Agency MARYLAND TRANSPORTATION AUTHORITY POLICE

Division/Unit

Item No.	Description	Retention
05	<p><u>Civil Defense/Disaster Plans</u></p> <p>Contains matters relating to Civil Defense, fire or comparable emergency evacuation procedures.</p>	<p>Retain at facility until amended or revised, then destroy.</p>
06	<p><u>Energy Conservation</u></p> <p>Contains communications concerning fuel conservation and related documents. Record copy maintained by Commanding Officer.</p>	<p>Retain at facility for three (3) years, then destroy.</p>
07	<p><u>Staff Meeting Minutes (Headquarters)</u></p> <p>Contains minutes of meeting attended by Bureau Chiefs, Detachment, Division, and Unit Commanders. Record copy maintained by Commanding Officer.</p>	<p>Retain at facility for one (1) year then destroy.</p>
08	<p><u>Employee Organizations</u></p> <p>Contains material relating to employee organizations such as MCEA and FOP. Subdivide as needed.</p>	<p>Retain at facility until amended or revised, then destroy.</p>
09	<p><u>General Agency Correspondence</u></p> <p>Letters, memos, reports, etc. reflecting the routine operations of the administration. When the subject matter is not categorized in this filing system, the assigned prefix code of the originator, together with the title, "General Agency Correspondence", shall be recorded in the upper right-hand corner and filed by prefix code.</p>	<p>Retain at facility for three (3) years, then destroy.</p>

DEPARTMENT OF GENERAL SERVICES  
 RECORDS MANAGEMENT DIVISION  
 RECORDS RETENTION AND DISPOSAL SCHEDULE  
 (Continuation Sheet)

Schedule No. 1692

Page 3 Of 30

Agency MARYLAND TRANSPORTATION AUTHORITY POLICE Division/Unit

Item No.	Description	Retention
10	<p><u>U S Laws</u></p> <p>Copies of Federal laws, regulations and amendments which have, or may have if enacted, a direct relationship to Maryland Transportation Authority Police operations.</p>	<p>Retain at facility until repealed, then destroy.</p>
11	<p><u>State Laws</u></p> <p>Copies of State laws, regulations and amendments which have, or may have is enacted, a direct relationship to Maryland Transportation Authority Police operations.</p>	<p>Retain at facility until repealed, then destroy.</p>
12	<p><u>County Ordinances</u></p> <p>Copies of County laws and amendments which have, or may have if enacted, a direct relationship to Maryland Transportation Authority Police operations.</p>	<p>Retain at facility until repealed, then destroy.</p>
13	<p><u>City Ordinances</u></p> <p>Copies of City laws and amendments which have, or may have if enacted, a direct relationship to Maryland Transportation Authority Police Operations.</p>	<p>Retain at facility until repealed, then destroy.</p>
14	<p><u>Local District Regulations</u></p> <p>Regulations created by county or city governments which affect the Maryland Transportation Authority Police .</p>	<p>Retain at facility unit repealed, then destroy.</p>
15	<p><u>Attorney General's Opinions</u></p> <p>Correspondence, interpretations, decisions and opinions of the Attorney General's Office and other legal authorities.</p>	<p>Retain at facility permanently. (Non-record)</p>

DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION <b>RECORDS RETENTION AND DISPOSAL SCHEDULE</b> (Continuation Sheet)	Schedule No. 1692  Page 4 Of 30
---	---------------------------------------

Agency MARYLAND TRANSPORTATION AUTHORITY POLICE	Division/Unit
---	---------------

Item No.	Description	Retention
16	<p><u>Bottom Line Report</u></p> <p>Contains all items relating to the administration of working funds. Sub-divide as needed.</p>	Retain a copy at facility for the current year, then destroy.
17	<p><u>Budget Requests Authorization</u></p> <p>Contains record of documents relating to budget request for equipment, personnel and training. Copies only, originals audited at Finance Division.</p>	Retain a copy at Chief's office for five (5) years, then destroy.
18	<p><u>Audit Reports</u></p> <p>Contains any fiscal report required or requested by Department of Budget and Fiscal Planning, Finance Division or any other responsible authority (property held), CDS inventory not included in this file. Copies only, originals audited at Finance Division.</p>	Retain installation copy at facility for three (3) years, then destroy.
19	<p><u>Police Work and Leave Records</u></p> <p>Contains reports documenting hours worked and leave taken on a bi-weekly basis. Convenience copies only.</p>	Retain at facility for one (1) fiscal year, then destroy.
20	<p><u>Civilian Work and Leave Records</u></p> <p>Contains reports of documenting hours worked and leave taken on bi-weekly basis. Convenience copies only.</p>	Retain at facility for one (1) fiscal year, then destroy.

DEPARTMENT OF GENERAL SERVICES  
 RECORDS MANAGEMENT DIVISION  
**RECORDS RETENTION AND DISPOSAL SCHEDULE**  
 (Continuation Sheet)

Schedule No. 1692  
 Page 5 Of 30

Agency MARYLAND TRANSPORTATION AUTHORITY POLICE

Division/Unit

Item No.	Description	Retention
21	<p><u>Personnel Rosters</u></p> <p>Contains record of the Administration's official alphabetical, seniority and assignment rosters, along with rosters and organizational charts.</p>	<p>Retain at facility as permanent record, updating when necessary.</p>
22	<p><u>Compensatory Leave, Annual Leave, Personal Leave, Sick Leave and Administrative Leave Authorization (Leave Slips)</u></p> <p>Contains records of control of authorized leave records (Form MdTA-87). Copies only, originals audited at Personnel Division.</p>	<p>Retain at facility for three (3) years, then destroy.</p>
23	<p><u>Overtime Authorization</u></p> <p>Contains a record of Overtime Control forms (Form MdTA-31). Copies only, originals audited at Personnel Division.</p>	<p>Retain at facility for three (3) years, then destroy.</p>
24	<p><u>Official Uniform Personnel Records</u></p> <p>Contains official record, alphabetically arranged personnel folders which are maintained for each uniform employee assigned to the department. Documents included in these folders are duplicates or extracts of documents filed in the official personnel folder. Provides the Commanding Officer with information concerning the individual. To be kept under lock and key.</p>	<p>Retain at Headquarters for as long as individual is employed, then retain for ten (10) years or until individual is deceased, then destroy.</p>

DEPARTMENT OF GENERAL SERVICES  
 RECORDS MANAGEMENT DIVISION  
**RECORDS RETENTION AND DISPOSAL SCHEDULE**  
 (Continuation Sheet)

Schedule No. 1692  
 Page 6 Of 30

Agency MARYLAND TRANSPORTATION AUTHORITY POLICE

Division/Unit

Item No.

Description

Retention

25

Official Civilian Personnel Records

Contains official record, alphabetically arranged personnel folders which are maintained for each civilian employee assigned to the department. Documents included in these folders are duplicates or extracts of documents filed in the official personnel folder. Provides the Commanding Officer with information concerning the individual. To be kept under lock and key.

Retain at Headquarters for as long as individual is employed, then retain for ten (10) years or until individual is deceased, then destroy.

OPS

02 OPERATIONS BUREAU - LAW ENFORCEMENT OPERATION

26

Log Books

Contains a record of information of shift and/or daily activities at a specific facility. Record copy maintained at Installation.

Retain at facility for three (3) years, then destroy.

27

MVA Retest Forms

Contains MVA Forms DC-91 initiated by officers requesting Motor Vehicle Administration to order the retesting of any Maryland licensed motor vehicles operator. MVA maintains record copy. (Request for re-examination of driver.)

Retain at facility for one (1) year, then destroy.

28

Jail Log Ledger

Contains a record of individuals detained by Maryland Transportation Authority Police personnel.

Retain at facility for three (3) years after completion of ledger, then destroy.

DEPARTMENT OF GENERAL SERVICES  
 RECORDS MANAGEMENT DIVISION  
**RECORDS RETENTION AND DISPOSAL SCHEDULE**  
 (Continuation Sheet)

Schedule No. 1692  
 Page 7 Of 30

Agency MARYLAND TRANSPORTATION AUTHORITY POLICE

Division/Unit

Item No.	Description	Retention
29	<p><u>Motor Vehicle Inventory Report MdTA-54</u></p> <p>Contains inventory of motor vehicles which have been stored under the authority of Maryland Transportation Authority Police personnel.</p>	<p>Retain at facility for three (3) years, then destroy.</p>
30	<p><u>Departmental Accident Report MdTA-34 Packet</u></p> <p>Multi-form packet contains record of departmental vehicle accident investigation.</p>	<p>Cut off annually, retain at facility for three (3) years, then destroy.</p>
31	<p><u>Citation Book Issuance Control Ledger</u></p> <p>Contains a record of citation books issued to officers. Coded by citation number and issued in sequential order. Record copy maintained at Installation level.</p>	<p>Retain at facility for three (3) years, then destroy.</p>
32	<p><u>Traffic Citation Control Ledger and/or Tally</u></p> <p>Contains citation number, date issued and trial court date. Record copy of ledger and/or tally sheet maintained at Installation level.</p>	<p>Retain at facility for three (3) years, then destroy.</p>
33	<p><u>Traffic Citation Transmittal Form MVA-DI-098</u></p> <p>Contains record of those citation copies which are forwarded to District Court on a daily basis. Record copy maintained by the appropriate court. Copy maintained at Installation level.</p>	<p>Retain at facility for three (3) months, then destroy.</p>

DEPARTMENT OF GENERAL SERVICES  
 RECORDS MANAGEMENT DIVISION  
**RECORDS RETENTION AND DISPOSAL SCHEDULE**  
 (Continuation Sheet)

Schedule No. 1692  
 Page 8 Of 30

Agency MARYLAND TRANSPORTATION AUTHORITY POLICE

Division/Unit

Item No.	Description	Retention
34	<p><u>Traffic Citation (Headquarter's Copy)</u></p> <p>Contains record of citation number, date issued, defendant's name, address, section number and trial court date. Maintained at Installation level.</p>	<p>Retain at facility until MVA printout received, then destroy.</p>
35	<p><u>SERO/Warnings</u></p> <p>Contains copies of the Maryland Transportation Authority Police Violation Warning form issued in lieu of a citation.</p>	<p>Destroy as non-record material 30 days after statistics are gathered and recorded.</p>
36	<p><u>Quarterly Radar Enforcement Log</u></p> <p>Quarterly worksheet for radar operators listing all citations and warnings issued while working radar. Record copy maintained by Radar Lead Coordinator.</p>	<p>Cut off annually, retain at facility for three (3) years, then destroy.</p>
37	<p><u>Request for Escort Service MdTA-43</u></p> <p>Contains record of patron requests or escort service over a facility.</p>	<p>Cut off annually, retain at facility for one (1) year, then destroy.</p>
38	<p><u>Disabled Vehicle Tags</u></p> <p>Contains record of disabled vehicles which are aided by uniform personnel.</p>	<p>Cut off annually, retain at facility for one (1) year then destroy.</p>
39	<p><u>Motor Vehicle History</u></p> <p>Contains file folders in sequential order according to car number. Copies for repairs, damage reports and requests to install non-issued equipment.</p>	<p>Retain at facility for one (1) year after vehicle is disposed of, then destroy.</p>



DEPARTMENT OF GENERAL SERVICES  
 RECORDS MANAGEMENT DIVISION  
 RECORDS RETENTION AND DISPOSAL SCHEDULE  
 (Continuation Sheet)

Schedule No. 1692  
 Page 9 Of 30

Agency MARYLAND TRANSPORTATION AUTHORITY POLICE

Division/Unit

Item No.	Description	Retention
40	<p><u>Motor Vehicle Operation Reports</u></p> <p>Contains all motor vehicle operation reports by month.</p>	<p>Retain at facility for one (1) year, then destroy.</p>
41	<p><u>Shift Report - Vehicle Equipment</u></p> <p>Contains records of mileage and condition on each vehicle such as fire extinguisher, cameras, siren and emergency lights.</p>	<p>Retain at facility for one (1) year, then destroy.</p>
42	<p><u>Employee Lateness Reports MdTA-99</u></p> <p>Contains reporting circumstance causing an employee's lateness and disposition. Record copy maintained in personnel record under Item 24 and 25.</p>	<p>Retain at facility for one (1) year, then destroy.</p>
43	<p><u>Maintenance Report</u></p> <p>Contains record of needed repairs of vehicle, electrical and radio equipment and facility repairs.</p>	<p>Cut off monthly, retain at facility for one (1) years, then destroy.</p>
44	<p><u>Dangerous Cargo Check Record MdTA-40</u></p> <p>Contains a record of vehicles checked before entering tunnels.</p>	<p>Cut off annually, retain at facility for one (1) year, then destroy.</p>

DEPARTMENT OF GENERAL SERVICES  
 RECORDS MANAGEMENT DIVISION  
**RECORDS RETENTION AND DISPOSAL SCHEDULE**  
 (Continuation Sheet)

Schedule No. 1692

Page 10 Of 30

Agency MARYLAND TRANSPORTATION AUTHORITY POLICE

Division/Unit

Item No.	Description	Retention
45	<p><u>General Correspondence</u></p> <p>Letters, memos, etc. reflecting the routine operations of the Operations Bureau. When the subject matter is not categorized in this filing system, the assigned prefix code of the originator, together with the title, "General Correspondence", shall be recorded in the upper right hand corner and filed by prefix code.</p>	<p>.Retain at facility for three (3) years, then destroy.</p>
CVSD	<p><u>03 COMMERCIAL VEHICLE SAFETY DIVISION</u></p>	
46	<p><u>Vehicles Violation Notice MdTA-120</u></p> <p>Contains a record of vehicles denied use of tunnels for exceeding limitations or violation of regulations.</p>	<p>Cut off annually, retain at facility for one (1) year, then destroy.</p>
47	<p><u>House Trailer Violation Notice</u></p> <p>Contains a record of house trailers denied use of tunnels for exceeding limitations or violation of regulations.</p>	<p>Cut off annually, retain at facility for one (1) year, then destroy.</p>
48	<p><u>Dangerous Cargo Violation Arrest Check Sheet MdTA-50</u></p> <p>Contains recording evidence on dangerous cargo.</p>	<p>Cut off annually, retain at facility for one (1) year, then destroy.</p>
49	<p><u>Commercial Vehicle Enforcement Division Daily Activities Report MSP 24-1</u></p> <p>Contains data on the daily enforcement activities of weigh and inspection facilities.</p>	<p>Cut off annually, retain at facility for one (1) year, then destroy</p>

DEPARTMENT OF GENERAL SERVICES  
 RECORDS MANAGEMENT DIVISION  
**RECORDS RETENTION AND DISPOSAL SCHEDULE**  
 (Continuation Sheet)

Schedule No. 1692

Page 11 Of 30

Agency MARYLAND TRANSPORTATION AUTHORITY POLICE

Division/Unit

Item No.	Description	Retention
50	<p><u>Maryland State Police Weight Record MSP 24-2</u></p> <p>Contains data on carious weight violations committed by commercial motor vehicles.</p>	<p>Retain until case is adjudicated, then destroy.</p>
51	<p><u>Maryland Driver-Vehicle Inspection Report MSP 24-32</u></p> <p>Contains information pertaining to the inspections of commercial motor vehicles.</p>	<p>Cut off annually, retain at facility for three (3) years, then destroy.</p>
52	<p><u>General Correspondence</u></p> <p>Letters, memos, etc. which reflect the routine operation of the Commercial Vehicle Safety Division. When the subject matter is not categorized in this filing system, the assigned prefix code of the originator, together with the title, "General Correspondence", shall be recorded in the upper right corner and filed by prefix code.</p>	<p>Retain at facility for three (3) years, then destroy.</p>
ADM	<p><u>04 TECHNICAL SERVICE BUREAU</u></p>	
53	<p><u>General Orders</u></p> <p>Contains a copy of all General Orders issued by the Commanding Officer to announce adoption or revision of policies, affecting the entire organization and to direct procedures for the indefinite future. Record copy maintained by Technical Service Bureau.</p>	<p>Retain at facility until order has been superseded or canceled, then destroy.</p>

DEPARTMENT OF GENERAL SERVICES  
 RECORDS MANAGEMENT DIVISION  
**RECORDS RETENTION AND DISPOSAL SCHEDULE**  
 (Continuation Sheet)

Schedule No. 1692

Page 12 Of 30

Agency MARYLAND TRANSPORTATION AUTHORITY POLICE

Division/Unit

Item No.	Description	Retention
54	<p><u>Special Orders</u></p> <p>Issued by authority of the Commanding Officer to announce policies or direct procedures governing a specific circumstance or event, or a policy or procedure which is of a temporary or self-canceling nature or which involves only specific segments of activities. Record copy maintained by Technical Service Bureau. Division and Unit Commanders are also authorized to issue special Orders.</p>	<p>Retain at facility until superseded, rescinded or canceled, then destroy.</p>
55	<p><u>Memoranda</u></p> <p>Issued to disseminate information which does not warrant a formal order. Issuing authority may be by the commanding Officer, Command or Supervisory personnel. Record copy maintained by Technical Service Bureau.</p>	<p>Retain at facility until superseded, rescinded or canceled, then destroy.</p>
56	<p><u>Statistical Surveys and Reports</u></p> <p>Contains printouts from Uniform Crime Reports, Maryland Automated Accident Reporting system, Automated Incident Reporting System, Speed Survey and related summaries. Create files as needed. Record copy maintained by the applicable Headquarters Unit.</p>	<p>Retain at facility for three (3) years, then destroy.</p>
57	<p><u>First Report Of Injury MdTA-32</u></p> <p>Contains record of investigation made by a supervisor of a reported injury.</p>	<p>Cut off annually, retain at facility for as long as individual is employe. When individual resigns, retires or dies, then destroy.</p>

<b>DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION RECORDS RETENTION AND DISPOSAL SCHEDULE (Continuation Sheet)</b>	<b>Schedule No.</b> 1692  <b>Page</b> 13 <b>Of</b> 30
--	---

<b>Agency</b> MARYLAND TRANSPORTATION AUTHORITY POLICE	<b>Division/Unit</b>
--	----------------------

Item No.	Description	Retention
58	<p><u>General Correspondence</u></p> <p>Letters, Memos, etc. reflecting the routine operation of the Technical Service Bureau. When the subject matter is not categorized in this filing system, the assigned prefix code of the title, "General Correspondence", shall be recorded in the upper right-hand corner and filed by prefix code.</p>	<p>Retain at facility for three (3) years, then destroy.</p>
59	<p><u>LIAISON</u></p> <p><u>Federal Agencies</u></p> <p>Miscellaneous correspondence with Federal agencies which does not relate to any other category in this filing system. Create files as needed. Record copy maintained by Headquarters, under Item 9.</p>	<p>Retain at facility for three (3) years, then destroy.</p>
60	<p><u>State Agencies, Excluding Courts</u></p> <p>Miscellaneous correspondence with State agencies which does not relate to any other category in this filing system. Create files as needed. Record copy maintained by Headquarters, under Item 9.</p>	<p>Retain at facility for three (3) years, then destroy.</p>
61	<p><u>State Courts</u></p> <p>Miscellaneous correspondence with State Courts which does not relate to any other category in this filing system. Record copy maintained by Headquarters, under Item 9.</p>	<p>Retain at facility for three (3) years, then destroy.</p>

DEPARTMENT OF GENERAL SERVICES  
 RECORDS MANAGEMENT DIVISION  
**RECORDS RETENTION AND DISPOSAL SCHEDULE**  
 (Continuation Sheet)

Schedule No. 1692  
 Page 14 Of 30

Agency MARYLAND TRANSPORTATION AUTHORITY POLICE

Division/Unit

Item No.	Description	Retention
62	<p><u>Municipal Governments</u></p> <p>Informative data concerning local police departments, city health agencies and related organizations. Record copy maintained by Headquarters, under Item 9.</p>	<p>Retain at facility for three (3) years, then destroy.</p>
63	<p><u>County Governments</u></p> <p>Informative data concerning county police departments, society for the Prevention of Cruelty to Animals and related organizations. Record copy maintained by Headquarters, under Item 9.</p>	<p>Retain at facility for three (3) years, then destroy.</p>
64	<p><u>Public Relations Organizations</u></p> <p>Contains copies of correspondence from organizations concerning ceremonies, escorts, parades and other request for participation.</p>	<p>Retain at facility for three (3) years, after the assignment is complete, then destroy.</p>
65	<p><u>Press Releases</u></p> <p>Authorized notices released for public dissemination.</p>	<p>Retain at facility for one (1) year, then destroy.</p>
66	<p><u>Public Officials</u></p> <p>Contains names, addresses, telephone numbers and titles of local Public Officials.</p>	<p>Retain at facility until information value ceased, then destroy.</p>
67	<p><u>Public Inquiries and Requests (Unrelated to any specific category)</u></p> <p>Miscellaneous file encompassing all nonspecific requests and correspondence with the public. Record copy maintained by Headquarters.</p>	<p>Retain at facility for three (3) years after completed, then destroy.</p>

DEPARTMENT OF GENERAL SERVICES  
 RECORDS MANAGEMENT DIVISION  
**RECORDS RETENTION AND DISPOSAL SCHEDULE**  
 (Continuation Sheet)

Schedule No. 1692

Page 15 Of 30

Agency MARYLAND TRANSPORTATION AUTHORITY POLICE

Division/Unit

Item No.	Description	Retention
68	<p><u>EMPRESS Evaluation Forms</u></p> <p>Record of annual rating report of Authority employees.</p>	<p>Cut off annually, retain as long as employee is employed by Maryland Transportation Authority Police then file with Item 24/25.</p>
69	<p><u>Property Damage Report MdTA-41</u></p> <p>Contains record of Maryland Transportation Authority property damaged or destroyed. Copy file with police report.</p>	<p>Cut off annually, retain at facility for one (1) year, then destroy.</p>
REC	<p><u>05 RECORDS UNIT</u></p>	
70	<p><u>Activity Reports MdTA-44</u></p> <p>Contains reports of all Incidents, Arrests and Criminal Arrests made by Maryland Transportation Authority Police. Record copy maintained by Technical Service Bureau, Records Unit.</p>	<p>Cut off annually, retain reports in office for three (3) years, forward to State Records Center for seven (7) additional years, then destroy. Reports are filed with Item #71.</p>
71	<p><u>Accident Reports MSP #1</u></p> <p>Contains all reports and related documents (including Contact Sheets) concerning vehicle collisions recorded through the Maryland Automated Accident Reporting system. Filed by Activity number. Record copy maintained by MAARS at MSP.</p>	<p>Cut off annually, retain record copy at Headquarters for three (3) years, forward to State Records Center for seven (7) additional years, then destroy. Reports are filed with Item #70.</p>

DEPARTMENT OF GENERAL SERVICES  
RECORDS MANAGEMENT DIVISION

Schedule No. 1692

RECORDS RETENTION AND DISPOSAL SCHEDULE  
(Continuation Sheet)

Page 16 Of 30

Agency MARYLAND TRANSPORTATION AUTHORITY

Division/Unit

Item No.	Description	Retention
72	<p><u>Juvenile Custody Report MdTA-159</u></p> <p>Contains all reports and related documents concerning arrests of, and contacts with, juveniles. Filed by Activity number. Record copy maintained by Technical Service Bureau, Records Unit. Kept segregated from other Activity Reports.</p>	<p>Cut off annually, retain record copy at Headquarters for three (3) years forward to State Records Center for seven (7) additional years, then destroy.</p>
73	<p><u>Accident Report Request MdTA-36</u></p> <p>Contains patron requests for copies of Activity Reports and/or photo print requests.</p>	<p>Cut off annually, retain three (3) months, then destroy.</p>
74	<p><u>General Correspondence</u></p> <p>Letters, memos, etc. which reflect the routine operation of the Records Unit. When the subject matter is not categorized in this filing system, the assigned prefix code of originator, together with the title, "General Correspondence", shall be recorded in the upper right corner and filed by prefixed code.</p>	<p>Retain at facility for three (3) years, then destroy.</p>



DEPARTMENT OF GENERAL SERVICES  
 RECORDS MANAGEMENT DIVISION  
**RECORDS RETENTION AND DISPOSAL SCHEDULE**  
 (Continuation Sheet)

Schedule No. 1692

Page 17 Of 30

Agency MARYLAND TRANSPORTATION AUTHORITY POLICE

Division/Unit

Item No.	Description	Retention
<p>INV</p> <p>75</p>	<p><u>06 INVESTIGATIVE DIVISION</u></p> <p><u>Master Complaints Against Personnel File MdTA - 16 Thru 26</u></p> <p>Contains the Complaints Against Personnel Ledger and the Complaint Against Personnel Report together with all related investigative reports and forms. The Complaints Against Personnel master File will be maintained by the Investigative Chief in control number sequence under lock and key.</p>	<p>Retain Ledger at facility as a permanent document. Retain founded complaints against personnel along with all related documents in the members Investigation File for as long as employed. When individual retires, resigns or dies, place in personnel file. (Item #24)</p> <p>Retain unfounded complaints against personnel along with all related documents in the members Investigation File for a minimum of three (3) years. Then the unfounded complaint may be destroyed via expungement request in accordance with the "Law Enforcement Officers' Bill of Rights".</p>

DEPARTMENT OF GENERAL SERVICES  
 RECORDS MANAGEMENT DIVISION  
 RECORDS RETENTION AND DISPOSAL SCHEDULE  
 (Continuation Sheet)

Schedule No. 1692  
 Page 18 Of 30

Agency

Division/Unit

MARYLAND TRANSPORTATION AUTHORITY POLICE

Item No.	Description	Retention
76	<p><u>Recruitment Packets</u></p> <p>Contains application forms for officer and cadet positions.</p>	<p>Retain at HQ/Investigation Division until amended or revised, then destroy.</p>
77	<p><u>Police Employee Applicant Investigation</u></p> <p>Contains application packet and other investigative information related to applicant's background (ie. polygraph, P.S.I. test and other data).</p>	<p>Retain at HQ/Investigation Division for three (3) years after investigations are completed, if applicant not accepted. Then destroy. If applicant accepted, retain in member's Investigative File for as long as employed. When individual retires, resigns or dies, place in Official Uniform Personnel Record. (Item #24)</p>
78	<p><u>All Other Applicant Investigations</u></p> <p>Contains inquiries or investigation for employment requested by other departments, along with other data.</p>	<p>Forward to requesting department head and/or Human Resources office upon completion of investigation.</p>
79	<p><u>Criminal Polygraph</u></p> <p>Contains charts, copy of examiner's findings and all related data dealing with polygraph examinations involving criminal matter. Record copy maintained by appropriate polygraph examiner.</p>	<p>Retain examiner's findings (summary) in Investigations for ten (10) years, charts and all other data, retain for three (3) years. Then destroy.</p>

DEPARTMENT OF GENERAL SERVICES  
 RECORDS MANAGEMENT DIVISION  
 RECORDS RETENTION AND DISPOSAL SCHEDULE  
 (Continuation Sheet)

Schedule No. 1692

Page 19 Of 30

Agency

MARYLAND TRANSPORTATION AUTHORITY POLICE

Division/Unit

Item No.	Description	Retention
80	<p><u>Property and Evidence Control Ledger and Data Base</u></p> <p>Contains a listing of evidence and lost and stolen property along with other pertinent information concerning property. Record copy maintained at each facility. (Form MdTA-42, MdTA-42A included.)</p>	<p>Retain at HQ/Investigation Division for five (5) years after completion of ledger, then destroy.</p>
81	<p><u>General Correspondence</u></p> <p>Letters, memos, etc. which reflect the routine operation of the Investigation Division. When the subject matter is not categorized in this filing system, the assigned prefix code of originator, together with the title, "General Correspondence", shall be recorded in the upper right corner and filed by prefix code.</p>	<p>Retain at facility for three (3) years, then destroy.</p>
QMD	<p><u>07 QUARTERMASTER DIVISION</u></p>	
82	<p><u>Purchase Orders - MdTA-2, MdTA-3</u></p> <p>Contains records of small procurement items and their designated requestors. (Form MdTA-3 is for commodities purchased against state contracts.) This file also contains references for vendor verifications.</p>	<p>Retain at Quartermaster Division for three (3) years, then destroy.</p>

DEPARTMENT OF GENERAL SERVICES  
 RECORDS MANAGEMENT DIVISION  
 RECORDS RETENTION AND DISPOSAL SCHEDULE  
 (Continuation Sheet)

Schedule No. 1692

Page 20 Of 30

Agency MARYLAND TRANSPORTATION AUTHORITY POLICE

Division/Unit

Item No.	Description	Retention
83	<p><u>Unscheduled Requisitions - DGS 910-7</u></p> <p>Contain copies of requisitions for large procurements originating in Quartermaster Division. Scheduled destination, Department of General Services.</p>	<p>Retain at Quartermaster Division for three (3) years and audit, then destroy.</p>
84	<p><u>Vendor Records</u></p> <p>Contain copies of vendors' certifications and records of bills processed for payment.</p>	<p>Retain at Quartermaster Division for three (3) years and audit, then destroy.</p>
85	<p><u>Withdraw From Stock - "Request for Material" TFA-151 (4-Part) &amp; TFA-152 (5-Part)</u></p> <p>Contains filled requests for non-capital supplies and materials from stock. Copies only. Originals audited at Finance Division.</p>	<p>Retain at Quartermaster Division for three (3) years, then destroy.</p>
86	<p><u>Ordinance Equipment Inventory</u></p> <p>Contains original records relating to handcuffs, service revolvers and related equipment.</p>	<p>Retain at Quartermaster Division for three (3) years or until audited, whichever comes sooner, then destroy.</p>
87	<p><u>Tactical Equipment Inventory</u></p> <p>Contains original records relating to tactical equipment (flack vests, flack pants, etc.).</p>	<p>Retain at Quartermaster Division for three (3) years or until audited, whichever comes sooner, then destroy.</p>

DEPARTMENT OF GENERAL SERVICES  
 RECORDS MANAGEMENT DIVISION  
 RECORDS RETENTION AND DISPOSAL SCHEDULE  
 (Continuation Sheet)

Schedule No. 1692

Page 21 Of 30

Agency

Division/Unit

MARYLAND TRANSPORTATION AUTHORITY

Item No.	Description	Retention
88	<p><u>Capital Equipment Inventory and Improvements</u></p> <p>Contains records relating to inventory of furniture, typewriters, files and related equipment and copies of warranties, requests for repairs or salvage, improvement receipts, etc. Originals audited at Finance Division.</p>	<p>Retain at Quartermaster Division permanently or until transferred or condemned.</p>
89	<p><u>Invoices Forwarded for Payment</u></p> <p>Contains record of invoices received directly from vendor and forwarded for payment. Originals audited at Finance Division.</p>	<p>Retain at Quartermaster Division for three (3) years, then destroy.</p>
90	<p><u>Clothing &amp; Equipment Record - MdTA-130</u></p> <p>Contains original record of equipment issued to each uniformed officer (includes tactical equipment).</p>	<p>Retain at Quartermaster Division for as long as individual is employed. When individual retires, resigns or dies, place in Personnel Record (Item #24).</p>
91	<p><u>Request for Withdraw from Stock - MdTA-118</u></p> <p>Contains original record of request for equipment issued to each uniformed officer.</p>	<p>Same as Item #90.</p>
92	<p><u>Sign-In Sheets MdTA-51</u></p> <p>Record of officers and civilians reporting for duty.</p>	<p>Retain at Quartermaster Division for three (3) years, then destroy.</p>

DEPARTMENT OF GENERAL SERVICES  
 RECORDS MANAGEMENT DIVISION  
 RECORDS RETENTION AND DISPOSAL SCHEDULE  
 (Continuation Sheet)

Schedule No. 1692

Page 22 Of 30

Agency MARYLAND TRANSPORTATION AUTHORITY POLICE

Division/Unit

Item No.	Description	Retention
93	<p><u>Duty Schedules MDTA-27</u></p> <p>Contains shift and daily schedules of on- and off-duty status of department personnel.</p>	<p>Retain at Quartermaster Division for one (1) year, then destroy.</p>
94	<p><u>Time Cards</u></p> <p>Contains copies of attendance for police and civilian personnel.</p>	<p>Retain at Quartermaster Division for three (3) years or until audited, whichever comes sooner, then destroy.</p>
95	<p><u>Correspondence for Photocopier</u></p> <p>Contains correspondence relating to photocopy machines.</p>	<p>Retain at Quartermaster Division for one (1) year after machine is replaced or disposed of, then destroy.</p>
96	<p><u>Photocopier Monthly Meter Reading</u></p> <p>Contains monthly meter readings of copies made.</p>	<p>Retain at Quartermaster Division for one (1) year, then destroy.</p>
97	<p><u>General Correspondence</u></p> <p>Letter, memos, etc. which reflects the routine operation of the Quartermaster Division. When the subject matter is not categorized in this filing system, the assigned prefix code of the originator, together with the title, "General Correspondence", shall be recorded in the upper right corner and filed by prefix code.</p>	<p>Retain at facility for three (3) year, then destroy.</p>

DEPARTMENT OF GENERAL SERVICES  
 RECORDS MANAGEMENT DIVISION  
 RECORDS RETENTION AND DISPOSAL SCHEDULE  
 (Continuation Sheet)

Schedule No. 1692

Page 23 Of 30

Agency

Division/Unit

MARYLAND TRANSPORTATION AUTHORITY POLICE

Item No.	Description	Retention
COMM	<u>08 COMMUNICATIONS DIVISION</u>	
98	<u>Open Warrants</u> Contains all open warrants and related documents authorizing personnel to take into custody individual named thereon.	Retain for one (1) year from date of closure, then destroy.
99	<u>Closed Warrants</u> Contains all warrants served or returned (closed).	Cut off annually, retain at facility for one (1) year, then destroy.
100	<u>"CO<sup>2</sup>" Recorder Charts</u> Contains record of CO <sup>2</sup> readings in tunnels.	Cut off annually, retain at facility for three (3) years, then destroy.
101	<u>MILES Print Outs</u> Contains record of message printout of MILES Terminal.	Cut off monthly, retain at facility for thirty (30) days, then destroy.
102	<u>MILES Message Record MdTA-35</u> Contains record of MILES/CJIS transactions processed in a 24 hour period.	Cut off monthly, retain at facility for one (1) year, then destroy.

DEPARTMENT OF GENERAL SERVICES  
 RECORDS MANAGEMENT DIVISION  
 RECORDS RETENTION AND DISPOSAL SCHEDULE  
 (Continuation Sheet)

Schedule No. 1692

Page 24 Of 30

Agency

Division/Unit

MARYLAND TRANSPORTATION AUTHORITY POLICE

Item No.	Description	Retention
103	<p><u>CB Activity Report MdTA-52</u></p> <p>Contains record of reported information of roadway events.</p>	<p>Cut off mnthly; retain at facility for thirty (30) days, then destroy.</p>
104	<p><u>Master Property Damage Card File</u></p> <p>Contains a record of numerical property damage report in sequence.</p>	<p>Cut off annually, retain at facility for one (1) year, then destroy.</p>
105	<p><u>Master Property Record Card</u></p> <p>Contains a record of numerical property records issued in sequence.</p>	<p>Cut off annually, retain at facility for one (1) year, then destroy.</p>
106	<p><u>Tunnel Stoppage Card</u></p> <p>Contains information of stoppages in the tunnels recorded by Emergency Garages.</p>	<p>Cut off annually, retain at facility for one (1) year, the destroy.</p>
107	<p><u>Daily Logs MdTA-47</u></p> <p>Contains a record of information of daily activities of shift operations.</p>	<p>Cut off annually, retain at facility for three (3) years, then destroy.</p>



DEPARTMENT OF GENERAL SERVICES  
 RECORDS MANAGEMENT DIVISION  
 RECORDS RETENTION AND DISPOSAL SCHEDULE  
 (Continuation Sheet)

Schedule No.

1692

Page

25

Of

30

Agency

MARYLAND TRANSPORTATION AUTHORITY POLICE

Division/Unit

Item No.	Description	Retention
108	<p><u>Daily Radio Logs MdTA-37</u></p> <p>Contains record of radio messages received at the installation.</p>	<p>Cut off annually, retain at facility for three (3) years, then destroy.</p>
109	<p><u>Activity Control Card MdTA-1</u></p> <p>Contains record of radio messages received at the installation that result in law enforcement activity.</p>	<p>Cut off annually, retain at facility for three (3) years, then destroy.</p>
110	<p><u>Daily Facility Roadway Closure Report</u></p> <p>Contains record of roadway closures in Baltimore Metro Area.</p>	<p>Cut off annually, retain at facility for three (3) years, then destroy.</p>
111	<p><u>Daily Facility Activity Report</u></p> <p>Contains information regarding equipment status and other information related specifically to each facility. (Used at FMT and BBT only).</p>	<p>Cut off annually, retain at facility for three (3) years, then destroy.</p>
112	<p><u>Activity Control Log MdTA-181</u></p> <p>Contains master record of all Activity Report, Accidents, Juvenile Reports and Property Records for Maryland Transportation Authority Police.</p>	<p>Retain at facility for (10) years, then destroy.</p>

DEPARTMENT OF GENERAL SERVICES  
 RECORDS MANAGEMENT DIVISION  
 RECORDS RETENTION AND DISPOSAL SCHEDULE  
 (Continuation Sheet)

Schedule No. 1692

Page 26 Of 30

Agency

MARYLAND TRANSPORTATION AUTHORITY POLICE

Division/Unit

Item No.	Description	Retention
113	<p><u>Ventilation Report</u></p> <p>Contains a daily record of twenty-four-hour traffic count, CO recording, tunnel fan speeds, weather, wind velocity and direction, temperature and electric power. (Used at FMT and BHT only.)</p>	<p>Retain at facility for three (3) years as a reference source, then destroy.</p>
114	<p><u>Garage Daily Check Sheet</u></p> <p>Contains record of daily equipment inspection at tunnel emergency garages.</p>	<p>Cut off annually, retain at facility for one (1) year, the destroy.</p>
115	<p><u>Speed Radar Calibration Log MdTA-179</u></p> <p>Contains record of completed calibration reports which detail the accuracy of speed computers.</p>	<p>Retain partially completed records with Communications Division. Retain at facility completed records three (3) years after equipment is disposed of, then destroy.</p>
116	<p><u>Radar Data Concerning Repairs, Bulletins and Correspondence</u></p> <p>Contains record of completed calibration reports which detail the accuracy of speed computers.</p>	<p>Retain partially completed records with Communications Division. Retain at facility completed records three (3) years after equipment is disposed of, then destroy.</p>

DEPARTMENT OF GENERAL SERVICES  
 RECORDS MANAGEMENT DIVISION  
 RECORDS RETENTION AND DISPOSAL SCHEDULE  
 (Continuation Sheet)

Schedule No. 1692

Page 27 Of 30

Agency

MARYLAND TRANSPORTATION AUTHORITY POLICE

Division/Unit

Item No.	Description	Retention
117	<p><u>General Correspondence</u></p> <p>Letters, memos, etc. which reflects the routine operation of the Communications Division. When the subject matter is not categorized in this filing system, the assigned prefix code of the originator, together with the title, "General Correspondence", shall be recorded in the upper right corner and filed by prefix code.</p>	<p>Retain at facility for three (3) years, then destroy.</p>
TRG	<p><u>08 TRAINING DIVISION</u></p>	
118	<p><u>Academics and Special Courses</u></p> <p>Contains informative materials relating to special schools available to Maryland Transportation Authority Police personnel.</p>	<p>To be kept current by destroying obsolete materials on a yearly basis.</p>
119	<p><u>Requests for Special Assignment/Training Reports</u></p> <p>Contains copies of requests for training or special assignment reports.</p>	<p>Retain at facility until action is taken on the request, then destroy.</p>
120	<p><u>College Programs</u></p> <p>Contains informative materials concerning college programs available to Maryland Transportation Authority Police personnel.</p>	<p>To be kept current by destroying obsolete materials on a yearly basis.</p>

DEPARTMENT OF GENERAL SERVICES  
 RECORDS MANAGEMENT DIVISION  
 RECORDS RETENTION AND DISPOSAL SCHEDULE  
 (Continuation Sheet)

Schedule No. 1692

Page 28 Of 30

Agency

MARYLAND TRANSPORTATION AUTHORITY POLICE

Division/Unit

Item No.	Description	Retention
121	<p><u>Requests for Funds, College Programs (Out-Service Training)</u></p> <p>Contains record of request for repayment upon completion of a college accredited course.</p>	<p>Cut off annually, retain at facility for two (2) years, then destroy.</p>
122	<p><u>Weapons Qualification</u></p> <p>Contains records of training and qualifications with Agency firearms. Record copy maintained by Training Personnel Division.</p>	<p>Retain at facility for two (2) years after completion of Academy, then forward to Commanding Officer of Training Academy.</p>
123	<p><u>Tactical Training</u></p> <p>Contains information relating to tactical training conducted by and for Agency personnel. Record copy maintained by Operations Bureau.</p>	<p>Retain at facility for two (2) years after completion of Academy. Then forward to Commanding Officer of Training Academy.</p>
124	<p><u>Training Schedules(In-Service)</u></p> <p>Contains record of dates, subject matter and instructors of in-service courses given.</p>	<p>Retain at facility for three (3) years after completion of course, then destroy.</p>

DEPARTMENT OF GENERAL SERVICES  
 RECORDS MANAGEMENT DIVISION  
 RECORDS RETENTION AND DISPOSAL SCHEDULE  
 (Continuation Sheet)

Schedule No. 1692

Page 29 Of 30

Agency

MARYLAND TRANSPORTATION AUTHORITY POLICE

Division/Unit

Item  
No.

Description

Retention

125 Training Manuals

Contains manuals and instructional material given in scheduled training classes.

Retain at facility until amended or revised, then file annually. Destroy annual file after five (5) years.

126 Training Aids

Contains record of aids used or courses given in scheduled training classes.

Retain at facility until amended or revised, then file annually. Destroy annual file after five (5) years.

127 Uniform Officer Training File

Contains record of Uniform Officer's progress, tests given and other related material. To be kept under lock and key.

Retain at Academy for three (3) years after individual graduates, then forward to present agency.

128 Uniform Officers Training File From Another Department

Contains record of Uniform Officers from another Department attending Maryland Transportation Authority Police Academy. To be kept under lock and key.

Retain at Academy for three (3) years after individual graduates, then forward to present agency.

129 Police and Cadet Positions

Contains specification sheets, interview schedules, selection criteria and related materials.

Retain at HQ/Academy until amended, revised or no longer needed, then destroy.

DEPARTMENT OF GENERAL SERVICES  
RECORDS MANAGEMENT DIVISION  
RECORDS RETENTION AND DISPOSAL SCHEDULE  
(Continuation Sheet)

Schedule No. 1692

Page 30 Of 30

Agency

MARYLAND TRANSPORTATION AUTHORITY POLICE

Division/Unit

Item No.	Description	Retention
130	<p><u>General Correspondence</u></p> <p>Letters, memos, etc. which reflects the routine operation of the Training Personnel Unit. When the subject matter is not categorized in this filing system, the assigned prefix code of the originator, together with the title, "General Correspondence", shall be recorded in the upper right corner and filed by prefix code.</p>	<p>Retain at Facility for three (3) years, then destroy.</p>