

Maryland Port Administration Police Department

DGS 550-1

(Rev. 7/96)

Department of General Services Records Management Division Records Retention and Disposal Schedule	SCHEDULE NO. 1828 Page 1 of 16
---	---------------------------------------

Approved by Department, Agency, or Division Representative. Date <u>July 11, 1996</u> Signature <u>Harry Gonzales</u> Name/Title <u>CAPTAIN HARRY GONZALES</u>	Schedule Authorized by State Archivist Date <u>AUG 11 1996</u> Signature <u>[Signature]</u>
---	---

Item No.	DESCRIPTION	DIVISION SCHEDULE
	RECORDS MANAGEMENT Contains Maryland Port Administration Police Department (MPA PD) Retention and Disposal Schedule. Record copy maintained by State Records Management Center.	
ADM 1	MARYLAND PORT ADMINISTRATION - ADMINISTRATIVE POLICE DEPARTMENT PRODUCTIVITY REPORTS contain reports documenting hours worked and activities on a daily basis.	Retained by Administrative Services Bureau (ASB) until superseded, then destroy.
2	GENERAL ORDERS Contains a copy of all General Orders issued by the Chief to announce adoption or revision of policies affecting the entire organization and to direct procedures for the future.	Record copy maintained by Office of the Chief. Retain until order has been superseded, rescinded or canceled, then destroy.
3	SPECIAL ORDERS Contains a copy of all Special Orders issued by authority of the Chief to announce policies or procedures governing a specific circumstance, event, policy or procedure which is temporary or self-canceling specific segments of activities. (Bureau Chiefs are also authorized to issue Special Orders).	Original retained by the Office of the Chief until superseded, rescinded, or canceled, then destroy.
4	MEMORANDUM ORDERS Contains a copy of Memorandum Orders issued to disseminate information which does not warrant a formal order. Issuing authority may be by the Chief, command or supervisory personnel.	Original retained by Office of the Chief until superseded, rescinded, or canceled, then destroy.
5	STATUS REPORTS Annual report information is contained in this file.	Retained one (1) year in ASB, then destroy.

Department of General Services Records Management Division Records Retention and Disposal Schedule		SCHEDULE NO. 1828
		Page 2 of 16
Item No.	DESCRIPTION	DIVISION SCHEDULE
ADM 6	CIVIL DEFENSE / DISASTER PLANS Contains matters relating to civil defense, fire or comparable emergency evaluation procedures.	Retained by ASB until amended, superseded or revised, then destroy.
7	ENERGY CONSERVATION Contains communications concerning fuel conservation and related documents.	Record copy maintained by ASB. Retained for three (3) years or until amended, then destroy.
8	STATISTICAL SURVEYS AND REPORTS Contains printouts from Uniform Crime Reports, Maryland Automated Accident Reporting System, Automated Incident Reporting System and related summaries. Create files as needed.	Record copy is maintained by the Records Unit. Retain at facility for three (3) years after "as of" date, then destroy.
9	SIGN-IN / SIGN-OUT LOGS Contains the various sign-in / sign-out logs controlled by the police department (i.e. Police, Tenant, Contractors, after hour logs, etc.).	Retain one (1) year, then destroy.
10	JANITOR KEY LOG Contains logs which contain a record of keys issued to janitorial personnel.	Retain one (1) year, then destroy.
11	DAILY RADIO LOGS Contains a record of routine radio messages received by police communications.	Retained in Communications. Cut off annually. Retain two (2) years, then destroy.
12	MARYLAND INFORMATIONAL LAW ENFORCEMENT SYSTEM MESSAGE LOG Contains record of messages sent from MILES terminal.	Cut off monthly. Retain at facility for one (1) year, then destroy.
13	MARYLAND INFORMATIONAL LAW ENFORCEMENT SYSTEM MESSAGES (OPEN) Contains messages still open either sent or received.	Retain until closed, then transfer to closed file.
14	MILES MESSAGES (CLOSED)	Retain thirty (30) days for those received from other authorities, one (1) year for those created by this agency, then destroy.
15	STAFF INSPECTIONS Contains records of inspections conducted by command personnel either for personnel or equipment.	Retain one (1) year after inspection, then destroy.
16	COMMAND STAFF MEETING MINUTES Contains minutes of meetings by command personnel.	Permanent. Transfer periodically to the Maryland State Archives.

Department of General Services Records Management Division Records Retention and Disposal Schedule		SCHEDULE NO. 1828
		Page 3 of 16
Item No.	DESCRIPTION	DIVISION SCHEDULE
ADM 17	GENERAL AGENCY CORRESPONDENCE Letters, memos, reports, etc., reflecting the routine operations of the agency.	*Retain for one (1) year and if not pertinent, then destroy.
18	EXECUTIVE OFFICE CORRESPONDENCE Letters, memos, reports, etc., reflecting the routine operations of the administration from and to executive level personnel.	*Retain for one (1) year and if not pertinent, then destroy.
19	LEGAL OFFICE CORRESPONDENCE Letters, memos, reports, etc., reflecting the routine operations of the police department which is of a legal nature.	*Retain for one (1) year and if not pertinent, then destroy.
20	TERMINAL OPERATIONS CORRESPONDENCE Letters, memos, reports, etc., reflecting the routine operations of the terminal.	*Retain for one (1) year and if not pertinent, then destroy.
21	SERVICES / DEPARTMENTS CORRESPONDENCE Contains correspondence from departments who provide specific services to the police department. It includes Purchasing, Central Supply, Leasing, Risk Management, Human Resources, Engineering, Maintenance, etc..	*Retain for one (1) year and if not pertinent, then destroy.
22	FINANCE AND ADMINISTRATION Contains accounting and budget correspondence.	*Retain for one (1) year and if not pertinent, then destroy.
23	WEATHER REPORTS Contains daily weather forecasts.	Retain Comsec for one (1) year, then destroy.
24	READOUTS Contains information placed on daily alert board for dissemination to patrol officers.	Retain in Comsec for one (1) year, then destroy.
25	FORM 17 Blank form, similar to memo.	Retain until canceled or rescinded, then destroy.
26	MORNING REPORTS Contains information on previous day's activities.	Retain one (1) year by Operations Captain, then destroy.
27	FTO EVALUATION REPORT	Place in employee's personnel file per 5-15.

*Any information pertinent to the policy of the department should be made permanent and then transferred periodically to the Maryland State Archives.

Department of General Services Records Management Division Records Retention and Disposal Schedule		SCHEDULE NO. 1828
		Page 4 of 16
Item No.	DESCRIPTION	DIVISION SCHEDULE
ADM 28	<i>CONSENT TO CONTACT PRESENT EMPLOYER</i>	Retain with applicant's investigation file, per 5-13.
29	<i>DROP ZONE KEY LOG</i>	Retain one (1) year, then destroy.
30	<i>LOCK PICK LOG</i>	Retain two (2) years, then destroy.
PER 1	<i>MARYLAND PORT ADMINISTRATION POLICE DEPARTMENT</i> Productivity reports and bi-weekly payroll sheets.	Original forwarded to Accounting, copy retained in ASB for one (1) year, then destroy.
2	<i>LEAVE AND DUTY SCHEDULES</i> Contains shift and daily schedules.	Retained by Lieutenant for one (1) year, then destroy.
3	<i>PERSONNEL ROSTERS</i> Contains records of the administration's official alphabetical, seniority and assignment rosters and organizational charts.	Retained by ASB as permanent record, updating when necessary.
4	<i>PERSONNEL ORDERS</i> Contains orders directing personnel to training, assignments, etc. for agency.	After closed, retain for three (3) years, then destroy.
5	<i>POLICE PERSONNEL RECORDS</i> Contains official records, alphabetically arranged personnel folders which are maintained for each uniformed employee assigned to the department.	Retained in ASB for as long as the individual is employed, then forward to Human Resources.
The following folders will be placed in the Personnel file:		
5-1	<i>PERSONNEL IMPROVEMENT & DEVELOPMENT APPRAISAL</i>	
5-2	<i>PROMOTIONAL POTENTIAL RATING</i>	
5-3	<i>REQUEST FOR TRANSFER OR WITHDRAWAL</i>	
5-4	<i>LECTURE FORMS</i>	
5-5	<i>LETTERS OF APPRECIATION</i>	
5-6	<i>AGENCY ACCIDENTS</i>	
5-7	<i>PERSONNEL INFORMATION FORM</i>	
5-8	<i>PERSONNEL ORDERS</i>	

Department of General Services Records Management Division Records Retention and Disposal Schedule		SCHEDULE NO. 1828
		Page 5 of 16
Item No.	DESCRIPTION	DIVISION SCHEDULE
PER 5-9	<i>REQUEST FOR SECONDARY EMPLOYMENT</i>	
5-11	<i>FOUNDED COMPLAINTS AND RECORDS INVOLVING DISCIPLINARY ACTION</i>	
5-12	<i>LEAVE RECORDS</i>	
5-13	<i>PRE-EMPLOYMENT (to include applicant investigation file)</i>	
5-14	<i>ISSUED EQUIPMENT</i>	
5-15	<i>TRAINING INFORMATION</i>	
5-16	<i>MISCELLANEOUS</i>	
6	CIVILIAN PERSONNEL RECORDS Contains official records, alphabetically arranged personnel folders which are maintained for each civilian employee assigned to the department.	Retained in ASB for as long as the individual is employed, then forward to Human Resources.
The following folders will be placed in the Personnel file:		
6-1	<i>REQUEST FOR TRANSFER OR WITHDRAWAL</i>	
6-2	<i>PERSONNEL INFORMATION FORM</i>	
6-3	<i>A & S REPORTS</i>	
6-4	<i>EFFICIENCY RATINGS</i>	
6-5	<i>PERSONNEL ORDERS</i>	
6-6	<i>FOUNDED COMPLAINTS AND RECORDS INVOLVING DISCIPLINARY ACTION</i>	
6-7	<i>COMMENDATIONS</i>	
6-8	<i>LEAVE RECORDS</i>	
6-9	<i>SECONDARY EMPLOYMENT</i>	
6-10	<i>TRAINING</i>	
6-11	<i>MISCELLANEOUS (to include applicant investigation file)</i>	

Department of General Services Records Management Division Records Retention and Disposal Schedule		SCHEDULE NO. 1828
		Page 6 of 16
Item No.	DESCRIPTION	DIVISION SCHEDULE
PER 7	MASTER COMPLAINTS AGAINST PERSONNEL FILE Contains a numerical listing of complaints filed against agency personnel.	Record copy kept by Chief. Maintained for ten (10) years after employee has served ties with agency, then destroy.
8	OVERTIME AUTHORIZATION Log of all overtime by pay period.	Retain with payroll for one (1) year, then destroy.
9	COURT APPEARANCE Form to be completed by court for proof of appearance.	Retain with payroll for one (1) year, then destroy.
10	HEPATITIS B. VACCINE (Authorization Form)	Retain in personnel file.
11	REQUEST FOR DUTY CHANGE	Retain one (1) year, then destroy.
12	AUTHORIZATION FOR RELIEF OF PERSONNEL INFORMATION	Retain until employee severs service, then destroy.
13	LEAVE RECORD Tracking method of sick leave and vacation leave.	Retained by designated personnel for one (1) year, then file in personnel file.
14	SECONDARY EMPLOYMENT REQUEST	Retain one (1) year, then place in employee's personnel file.
15	PERSONNEL INFORMATION SHEET	Retain in personnel file.
16	FACTS AND INFERENCE REPORT	Retain one (1) year, then destroy.
17	POLICE COMMUNICATIONS OPERATOR BACKGROUND INVESTIGATION	Retain in and for life of personnel file.
18	APPLICANT REPORT OF INVESTIGATION	Retain in personnel file.
19	PROBATIONARY OFFICER RECORD OF DISCIPLINARY ACTION	Retain in personnel file.
20	POLICE OFFICER INTERVIEW	Retain in personnel file.
21	PHYSICAL AGILITY TEST	Retain in personnel file.
22	EMPLOYEE ORGANIZATIONS Contains material relating to employee organizations. Sub-divide as needed.	Retain at facility until amended or revised, then destroy.

Department of General Services Records Management Division Records Retention and Disposal Schedule		SCHEDULE NO. 1828
		Page 7 of 16
Item No.	DESCRIPTION	DIVISION SCHEDULE
PER 23	<i>TRANSFER REQUEST</i>	Maintained by ASB one (1) year, then list is updated, then transfer to personnel file.
24	ORGANIZATIONS Contains copies of correspondence from organizations concerning ceremonies, escorts, parades and other requests for MPA participation including lecture form, waiver of claims, and release from liability record copy maintained by the originating source.	Retain one (1) year after the assignment is complete, then destroy.
IA 1	<i>INTERNAL AFFAIRS CASE</i>	Maintained in separate file by Chief until employee severs relations with agency, then destroy after additional fifteen (15) years.
TNG 1	ACADEMIES AND SPECIAL COURSES Contains informative materials relating to special schools available to police personnel.	To be kept current by destroying obsolete material on a yearly basis.
2	REQUEST FOR SPECIAL TRAINING / ASSIGNMENTS REPORTS Contains copies of requests for training or special assignment reports.	Retain at facility until action is taken on the request, then destroy.
3	WEAPONS AND QUALIFICATIONS Contains records of training and qualifications with agency firearms.	Record copy maintained by Training section. Retain for one (1) year after completion of course, forward to Records Unit for entry into personnel file.
4	FIREARMS REPORT Same retention period as #3 (Weapons and Qualifications).	
5	APPLICATION FOR AUTHORITY TO CARRY OFF-DUTY HANDGUN	Retain in personnel file.
6	FIREARM INSTITUTE: INSPECTION SHEET FOR OFF-DUTY HANDGUN	Retain in personnel file.
LIA 1	FEDERAL AGENCIES Miscellaneous correspondence with Federal agencies which does not relate to any other category in this filing system.	Review yearly and destroy as necessary.
2	STATE AGENCIES, EXCLUDING COURTS Miscellaneous correspondence with state agencies which does not relate to any other category in this filing system.	Review yearly and destroy as necessary.

Department of General Services Records Management Division Records Retention and Disposal Schedule		SCHEDULE NO. 1828
		Page 8 of 16
Item No.	DESCRIPTION	DIVISION SCHEDULE
LIA 3	STATE COURTS Miscellaneous correspondence with state courts which does not relate to any category in this filing system.	Review yearly and destroy as necessary.
4	MUNICIPAL GOVERNMENTS	Review yearly and destroy as necessary.
5	COUNTY GOVERNMENTS Informative data concerning county police departments. Society for the Prevention of Cruelty to Animals and related organizations.	Review yearly and destroy as necessary.
LEG 1	LAWS / REGULATIONS Contains copies of Federal, state, local, county and city laws and amendments which have, or may have if enacted, a direct relationship with police operations. This will also include ordinances and regulations.	Retain at facility until repealed, then destroy.
2	ATTORNEY GENERAL'S OPINION Correspondence, interpretations, decisions and opinions of the Attorney General's office and other authorities.	Retain at facility until repealed, changed or no longer pertinent, then destroy.
SUP 1	GAS & OIL USAGE REPORTS Contains those documents used to control inventory and usage of gas and oil supplies. Original audited by Finance division.	Copy retained by ASB for one (1) year, then destroy.
2	MOTOR VEHICLE HISTORY	Retained by ASB until vehicle is transferred, then forward to MPA Fleet Maintenance.
3	MOTOR VEHICLE OPERATION REPORT Contains all motor vehicle operation reports by month.	Retained by supply office for one (1) year, then destroy.
4	PORTABLE RADIO AND BATTERY CONTROL LOG Contains information as to daily distribution of radios / batteries.	Retain one (1) year, then destroy.
5	INSPECTION FORM PERSONNEL	Retain one (1) year by Lieutenant, then destroy.
FIS 1	MPA EXPENSE ACCOUNTS Contains records of monthly expenses by agency personnel.	Original forwarded to Accounting and a copy maintained by ASB for one (1) year, then destroy.

**Department of General Services
Records Management Division
Records Retention and Disposal Schedule**

SCHEDULE NO. 1828

Page 9 of 16

Item No.	DESCRIPTION	DIVISION SCHEDULE
FIS 2	<i>INVOICES FORWARDED FOR PAYMENT</i>	Original forwarded to Accounting and a copy is retained for two (2) years, then destroy.
3	<i>END OF MONTH REPORTS</i> Contains information on accounts setup for monthly use.	Original forwarded to Accounting and a copy is retained for one (1) year by ASB, then destroy.
4	<i>BUDGET REQUEST AUTHORIZATION</i> Contains record of documents relating to budget requests for equipment, personnel and training. Maintain copies only, originals audited at Finance division.	Retain a copy by ASB for two (2) years, then destroy.
5	<i>MPA REQUEST FOR SUPPLIES</i>	Retain a copy by ASB for one (1) year, then destroy.
6	<i>MPA REQUEST FOR MAINTENANCE SERVICES</i>	Retain a copy by ASB for one (1) year, then destroy.
7	<i>CAPITAL EQUIPMENT INVENTORY</i> Contains records relating to inventory of furniture, files and related equipment, copies of warranties, requests for repairs or salvage, improvement receipts, etc.. Originals audited at Finance division.	Copy retained at ASB permanently. Updated as equipment etc. is disposed of or released.
8	<i>ORDINANCE EQUIPMENT - INVENTORY</i> Contains a record of equipment issued to each officer.	Retain in ASB, update annually.
9	<i>EQUIPMENT LOSS / DAMAGE REPORT</i>	Retain for three (3) years, then place in appropriate file (M/V history / case folder).
10	<i>COST ANALYSIS WORKSHEET</i>	Retain for one (1) year, then destroy.
11	<i>PURCHASE REQUISITIONS</i>	Retain for three (3) years, then destroy.
12	<i>EQUIPMENT INVENTORY CHANGE NOTIFICATIONS</i>	Retain for two (2) years, then forward to Finance section.
13	<i>TRAVEL EXPENSE FORMS</i>	Original to Finance, copy to file for three (3) years, then destroy.
14	<i>PROJECT REQUISITION FORM</i>	Original to Procurement.
15	<i>TELEPHONE SERVICE REQUEST</i>	Original to Procurement.

Department of General Services Records Management Division Records Retention and Disposal Schedule		SCHEDULE NO. 1828
		Page 10 of 16
Item No.	DESCRIPTION	DIVISION SCHEDULE
OPS		
1	<i>MOTOR VEHICLE ADMINISTRATION</i>	Copy retained at facility for one year, then destroy.
2	<i>WARRANTS (Open)</i> Contains MVA forms DC-91 initiated by officers requesting Motor Vehicle Administration to order the retesting of any Maryland licensed motor vehicle operator. MVA retains record copy.	Retain all records in open file until served or returned. Move to closed file.
3	<i>CRIMINAL OR OTHER SUMMONS</i> Contains all summons and related documents authorizing personnel to serve same to individual named.	Retain in Communication's open file until served or returned. Move to closed file.
4	<i>CRIMINAL AND/OR OTHER SUMMONS (Closed)</i>	Retain for one (1) year after last entry on page, then destroy.
5	<i>CRIMINAL AND/OR OTHER SUMMONS LOG</i>	Retain one (1) year, then destroy.
6	<i>CRIME PREVENTION REPORTS</i>	Retain one (1) year, then destroy.
7	<i>COMPLAINT CONTROL LEDGER</i> Contains a record of all calls assigned an official control number.	Retain five (5) years, then destroy.
8	<i>CRIMINAL INVESTIGATOR CASE LOAD LEDGER</i>	Retained by CIU Team Leader until cases are closed, retain one (1) additional year, then destroy.
9	<i>COMPLAINT CONTROL CARD</i> Contains information on person seeking police service, their name, address, date, time, etc..	Retain one (1) year by ASB, then destroy.
10	<i>INCIDENT REPORTS</i> Actual report of what occurred and what police action was taken.	Retained until closed or suspended, then transfer to closed file.
11	<i>INCIDENT REPORTS (Closed or suspended)</i> Reports where no further police service is required.	Cut off annually. Retain reports in ASB for five (5) years, then destroy.
12	<i>CRIMINAL INVESTIGATION REPORT</i> Contains information of a criminal nature as reported by victim.	Retained in ASB until suspended or closed and for five (5) additional years, State Records for fifty (50) years, then destroy.

Department of General Services Records Management Division Records Retention and Disposal Schedule		SCHEDULE NO. 1828
		Page 11 of 16
Item No.	DESCRIPTION	DIVISION SCHEDULE
13	<i>MISSING REPORT (Open)</i>	Retain in ASB until suspended or closed, then transfer to closed.
	<i>MISSING REPORT (Closed)</i>	Retain in ASB for five (5) years, then State Records for twenty-five (25) years, then destroy.
14	<i>VEHICLE REPORT (Open)</i> Contains information on vehicles that come into the custody of the department.	Retained until suspended or closed in Communications, then transfer to closed.
14B	<i>VEHICLE REPORT (Closed)</i>	Retained by ASB for five (5) years, then State Records for twenty-five (25) years, then destroy.
15	<i>VEHICLE STORAGE / RELEASE RECORD</i>	Retain in vehicle case file.
16	<i>MOTOR VEHICLE INVENTORY LOG</i> Contains information of vehicle's condition and contents when it comes into the custody of the police department.	Retain in booking room for one (1) year, then forward to Records Unit and retain for five (5) years, then destroy.
17	<i>SHIP DOCKING (VESSEL ACTIVITY)</i> Contains information on ship activity at berths/slips for docking, sailing, etc.	Retained by ASB for one (1) year, then destroy.
18	<i>BUSINESS PREMISE CHECKS / SECURITY AWARENESS FORM</i> Contains information on security or premise checks.	Retained by ASB for one (1) year, then destroy.
19	<i>ACCIDENT REPORTS</i> Contains all reports and related documents concerning vehicle collisions recorded through the Maryland Automated Accident Reporting System.	Cut off annually. Retain record copy at ASB for fifteen (15) years, then destroy. Originals forwarded to Maryland State Police.
20	<i>MPA SAFETY CITATIONS</i> Contains information on safety violations.	Retained by ASB for one (1) year, then destroy.
21	<i>SAFETY EQUIPMENT REPAIR ORDERS (S.E.R.O.)</i> Contains reports issued to drivers ordering repairs to vehicles.	Retained by ASB for one (1) year, then destroy. Original forwarded to Maryland State Police.
22	<i>ACCIDENT RECONSTRUCTION REPORTS</i> Contains drawings / notes completed at accident scenes.	Retained with M.A.A.R.S. reports, OPS. 19.

Department of General Services Records Management Division Records Retention and Disposal Schedule		SCHEDULE NO. 1828
		Page 12 of 16
Item No.	DESCRIPTION	DIVISION SCHEDULE
OPS 24	TRAFFIC CITATION TRANSMITTAL FORM Contains record of those citation copies which are forwarded to District Court on a weekly basis.	Record copy retained by the appropriate court, copy retained in Records Unit for one (1) year, then destroy.
25	PARKING CITATIONS	Copy retained by ASB for one (1) year, then destroy. Originals forwarded to accounting.
26	TRANSMITTAL FORM (PARKING) Contains a record of parking citations processing.	Retained for one (1) year, then destroy.
27	WARNINGS Contains warning citations for moving or parking violations.	Retained for one (1) year, then destroy.
28	ABANDONED VEHICLE DAILY LOG SHEET Contains inventory of motor vehicles which have been stored under the authority of police personnel.	Retained at Records Unit for one (1) year, then destroy.
29	SPEED DEVICE DATA Includes arrest, sign out, repairs and service information.	Retained at Records Unit for one (1) year, then destroy.
30	SPEEDOMETER RECORD	Retain one (1) year, then destroy.
31	CRIMINAL ARRESTS Contains information on individuals for criminal related incidents.	Cut off annually. Retain reports in office for three (3) years, forward to State Records Center for seven (7) years, then destroy.
32	TRAFFIC ARRESTS Contains information on individuals for traffic related incidents.	Cut off annually. Retain reports in office for three (3) years, forward to State Records Center for seven (7) years, then destroy.
33	CRIMINAL ARREST UNSUPPORTED BY IDENTIFICATION NUMBERS	Retain for five (5) years after adjudication, then destroy.
34	CRIMINAL ARREST - JUVENILE	Cut off annually. Retain reports in office for three years, forward to State Records Center for seven (7) years, then destroy.
35	PROPERTY RECORDS (Open) Contains information on property recovered, seized by members of agency.	Retain until closed, then transfer to closed.

**Department of General Services
Records Management Division
Records Retention and Disposal Schedule**

SCHEDULE NO. 1828

Page 13 of 16

Item No.	DESCRIPTION	DIVISION SCHEDULE
OPS 36	<i>PROPERTY RECORDS (Closed)</i> Contains records on property returned to its owner, destroyed, auctioned or put to use by agency.	Retain for one (1) year, then destroy.
37	<i>PROPERTY RECORD CONTROL LOG</i> Contains a listing of evidence and lost or stolen property along with other pertinent information concerning property.	Retain for one year after completion of ledger, then destroy.
38	<i>QUARTERLY PROPERTY RECORD INVENTORY</i> A quarterly report on status of property in property room.	Retain until updated, then destroy.
39	<i>ABANDONED MOTOR VEHICLE (Open)</i> Contains information on vehicles abandoned on Maryland Port Administration property.	Retain until closed. Transfer to closed file.
40	<i>ABANDONED MOTOR VEHICLE (Closed)</i>	Retain two (2) years, then destroy.
41	<i>CRIMINAL POLYGRAPH</i>	Retained with criminal report.
42	<i>EXPORT VEHICLE FILES</i>	Retain two years after submitting information to the National Insurance Crime Bureau, then destroy.
43	<i>VISITORS PASS LOG</i> Contains information on vehicles entering terminal.	Retain one (1) year, then destroy.
44	<i>EMPTY CONTAINER LOGS</i> Contains information on the checking of empty containers that leave MPA facilities.	Retain one (1) year, then destroy.
45	<i>TIRE TRUCK / SERVICE ENTRY LOG</i> Contains information on the tire service trucks that enter MPA property.	Retain one (1) year, then destroy.
46	<i>VEHICLE REGISTRATION APPLICATION</i>	Retain until individual cancels, two years of non-renewal, or no longer works in port. Then destroy.
47	<i>MANPOWER ASSIGNMENT</i>	Retained by Lieutenants for one year, then destroy.
48	<i>HIGH VALUE CARGO LOG</i>	Retain one (1) year, then destroy.

Department of General Services Records Management Division Records Retention and Disposal Schedule		SCHEDULE NO. 1828
		Page 14 of 16
Item No.	DESCRIPTION	DIVISION SCHEDULE
OPS 49	<i>DAILY ACTIVITY REPORT</i>	Retained by Lieutenants for evaluation purposes, then destroy.
50	<i>MONTHLY TALLY SHEET FOR DAILY ACTIVITY REPORT</i>	Retain by Lieutenants for one (1) year, then destroy.
51	<i>MONTHLY TALLY SHEET</i> Contains information on count of various logs such as, empty containers, visitors passes, logs, etc..	Retain one (1) year, then destroy.
52	<i>NIGHT CONTACT LOG</i> Contains information regarding port personnel to be contacted in case of emergency.	Retain in binder by Communications until canceled or updated, then destroy.
53	<i>DAILY VISITOR'S PASSES</i> Seven colors for each day of the week to be issued to individuals entering the terminal who do not have a registration sticker on their vehicle.	Retained by gate squad. (This is a returnable pass that is used on a daily basis).
54	<i>TOW TRUCK QUESTIONNAIRE</i>	Retain one (1) year, then destroy.
55	<i>CHAIN OF CUSTODY</i>	Retained in criminal case file.
56	<i>DETENTION ARREST LOG</i>	Retained in criminal case file.
57	<i>CONFIDENTIAL INFORMATION CONTINUATION REPORT</i>	Retained by Criminal Investigation Unit twenty-five (25) years, then destroy.
58	<i>CONFIDENTIAL INFORMATION CONTINUATION REPORT "HISTORY".</i>	Retained by Criminal Investigation Unit twenty-five (25) years, then destroy.
59	<i>CONSENT TO SEARCH AND SEIZURE</i>	Retained in criminal case file.
60	<i>WAIVER OF PROMPT PRESENTMENT</i>	Retained in criminal case file.
61	<i>WAIVER OF CLAIM AND RELEASE FORM LIABILITY</i>	Retained two (2) years in general correspondence file, then destroy.
62	<i>REPORT OF INVESTIGATION CONFIDENTIALITY</i>	*Retained in internal investigation file.
63	<i>COMPLAINT OF BRUTALITY</i>	*Retained in internal investigation file.

* OPS 62 through 86, retain in the investigation file which is sealed. Retain 30 years, then destroy.

Department of General Services Records Management Division Records Retention and Disposal Schedule		SCHEDULE NO. 1828
		Page 15 of 16
Item No.	DESCRIPTION	DIVISION SCHEDULE
OPS 64	<i>COMPLAINT AGAINST PERSONNEL</i>	*Retained in internal investigation file.
65	<i>NOTIFICATION OF COMPLAINT</i>	*Retained in internal investigation file.
66	<i>RIGHTS (LEBOR)</i>	*Retained in internal investigation file.
67	<i>ORDER TO COMPLY AND ANSWER QUESTIONS</i>	*Retained in internal investigation file.
68	<i>CONFIDENTIAL AGREEMENT (Accused)</i>	*Retained in internal investigation file.
69	<i>CONFIDENTIAL AGREEMENT (Witness)</i>	*Retained in internal investigation file.
70	<i>MIRANDA RIGHTS</i>	*Retained in internal investigation file.
71	<i>DISCIPLINARY ACTION REPORT</i>	*Retained in internal investigation file.
72	<i>WAIVER OF THREE (3) MAN HEARING BOARD</i>	*Retained in internal investigation file.
73	<i>NOTIFICATION OF HEARING</i>	*Retained in internal investigation file.
74	<i>NOTIFICATION OF EVIDENCE</i>	*Retained in internal investigation file.
75	<i>WITNESS SUMMONS</i>	*Retained in internal investigation file.
76	<i>HEARING PROCEDURE</i>	*Retained in internal investigation file.
77	<i>CASE FLOW SHEET</i>	*Retained in internal investigation file.
78	<i>CONFIDENTIAL CASE NOTIFICATION</i>	*Retained in internal investigation file.
79	<i>CONFIDENTIAL AGREEMENT</i>	*Retained in internal investigation file.

* OPS 62 through 86, retain in the investigation file which is sealed. Retain 30 years, then destroy.

Department of General Services Records Management Division Records Retention and Disposal Schedule		SCHEDULE NO. 1828
		Page 16 of 16
Item No.	DESCRIPTION	DIVISION SCHEDULE
OPS 80	<i>ADVERSE MATTERS</i>	*Retained in internal investigation file.
81	<i>HEARING BOARD PROCEDURES</i>	*Retained in internal investigation file.
82	<i>INTERNAL INVESTIGATION COMPLAINT CONTINUATION FORM</i>	*Retained in internal investigation file.
83	<i>ATTORNEY / ACCUSED REQUEST FOR MATERIALS</i>	*Retained in internal investigation file.
84	<i>PALM PRINT FORM</i>	*Retained in internal investigation file.
85	<i>AUTHORIZATION FOR RELEASE OF INFORMATION</i>	*Retained in internal investigation file.
86	<i>RELEASE OF LIABILITY</i>	*Retained in internal investigation file.
87	<i>MD. CRIME VICTIMS WITNESS</i>	Retained with criminal case file.
88	<i>NOTICE OF DEFENDANT OF RESULT OF TEST FOR ALCOHOL CONCENTRATE</i>	Retained with M.A.A.R.S. report.
89	<i>NIGHT ORDERS</i>	Retain one (1) year, then destroy.

* OPS 62 through 86, retain in the investigation file which is sealed. Retain 30 years, then destroy.