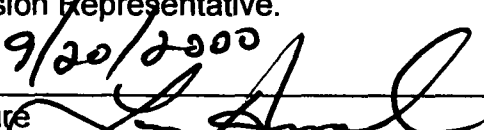


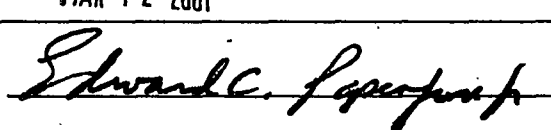
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 RECORDS MANAGEMENT DIVISION
 RECORDS RETENTION AND DISPOSAL SCHEDULE

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Agency - MDOT - MARYLAND TRANSPORTATION AUTHORITY POLICE Division/Unit

Item No.	Description	Retention
Adm 01	<p><u>01 COMMANDING OFFICER - ADMINISTRATIVE</u> <u>Records Retention and Disposal Schedule</u></p> <p>Contains a copy of DGS 550-1 Retention and Disposal Schedule. Record copy maintained by State Records Management Center.</p>	Retain at Central Records until superseded, then destroy.
02	<p><u>Records Transmittal and Receipt</u></p> <p>Contains a completed copy of DGS 550-5 form. Record copy maintained by the State Records Center.</p>	Retain at Central Records for three (3) years from date of records disposal by Records Center, then destroy.
03	<p><u>Certificate of Records Disposal</u></p> <p>Record copy of form DGS 550-2 maintained by State Records Center.</p>	Retain at Central Records for three (3) years, then destroy.
04	<p><u>Monthly Activity Reports</u></p> <p>Prepared monthly reports by Facility Commanders. Used to review the operating efficiency of individual facilities. Record copy maintained by the Commanding Officer.</p>	Retain at facility for one (1) year, then destroy.
05	<p><u>Civil Defense/Disaster Plans</u></p> <p>Contains matters relating to Civil Defense, terrorist, fire or comparable emergency evacuation procedures.</p>	Retain at facility until amended or revised, then destroy.

Schedule Approved by Department,
 Agency,
 Or Division Representative.
 Date 9/20/2000
 Signature 
 Typed Name Larry E. Harmel
 Title Colonel

Schedule Authorized by State Archivist
 Date MAR 12 2001
 Signature 

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Item No.	Description	Retention
06	<p><u>Energy Conservation</u></p> <p>Contains communications concerning fuel conservation and related documents.</p>	<p>Record copy maintained by Commanding Officer for three (3) years, then destroy.</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 meetings attended by Bureau Chiefs, Facility, Division and Unit Commanders.</p>	<p>Record copy maintained by Commanding Officer for five (5) years, transfer periodically to MD State Archives.</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 AFSCME 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 permanently any material mandated by statute or that serves to document the origin, development, functions, and accomplishments of the agency. Periodically transfer to MD State Archives.</p>
10	<p><u>U.S. Laws</u></p> <p>Copies of Federal laws, regulations, and amendments that 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 that 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>

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Item No.	Description	Retention
12	<p><u>County Ordinances</u></p> <p>Copies of County laws and amendments that 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 that 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 that affect the Maryland Transportation Authority Police.</p>	<p>Retain at facility until 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 Headquarters permanently. Periodically transfer to MD State Archives.</p>
16	<p><u>Bottom Line Report</u></p> <p>Contains all items relating to the administration of working funds. Sub-divide as needed.</p>	<p>Retain a copy at facility for the current year, then destroy.</p>
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 the Finance Division.</p>	<p>Retain a copy at Office of Strategic Planning for five (5) years, then destroy.</p>

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Item No.	Description	Retention
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.</p>	<p>Copies only, originals audited at Finance Division.</p> <p>Retain copy at facility for three (3) years, then destroy.</p>
19	<p><u>Police Work and Leave Records</u></p> <p>Contains reports documenting hours worked and leave taken on a bi-weekly basis.</p>	<p>Retain at facility for one (1) fiscal year, then destroy.</p>
20	<p><u>Civilian Work and Leave Records</u></p> <p>Contains reports of documenting hours worked and leave taken on bi-weekly basis.</p>	<p>Retain at facility for one (1) fiscal year, then destroy.</p>
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 the Human Resources Unit until updated, then destroy.</p>
22	<p><u>Official Uniform Personnel Records</u></p> <p>Contains official record, alphabetically arranged personnel folders that 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>

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Item No.	Description	Retention
23	<p><u>Official Civilian Personnel Records</u></p> <p>Contains official record, alphabetically arranged personnel folders that 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.</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>
<u>LIAISON</u>		
24	<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.</p>	<p>Record copy maintained by Headquarters, under Item 9.</p> <p>Retain at facility for three (3) years, then destroy.</p>
25	<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.</p>	<p>Record copy maintained by Headquarters, under Item 9.</p> <p>Retain at facility for three (3) years, then destroy.</p>
26	<p><u>State Courts</u></p> <p>Miscellaneous correspondence with State Courts which does not relate to any other category in this filing system.</p>	<p>Record copy maintained by Headquarters, under Item 9.</p> <p>Retain at facility for three (3) years, then destroy.</p>
27	<p><u>Municipal Governments</u></p> <p>Informative data concerning local police departments, city health agencies and related organizations.</p>	<p>Record copy maintained by Headquarters, under Item 9.</p> <p>Retain at facility for three (3) years, then destroy.</p>

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Item No.	Description	Retention
28	<p><u>County Governments</u></p> <p>Informative data concerning local police departments, society for the Prevention of Cruelty to Animals and related organizations.</p>	<p>Record copy maintained by Headquarters, under Item 9.</p> <p>Retain at facility for three (3) years, then destroy.</p>
29	<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>
30	<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>
31	<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>
32	<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.</p>	<p>Record copy maintained by Headquarters permanently. Retain at facility for three (3) years, then destroy.</p>
33	<p><u>02 PATROL/SPECIAL OPERATIONS BUREAU - LAW ENFORCEMENT OPERATION</u></p> <p><u>Log Books</u></p> <p>Contains a record of information of shift and/or daily activities at a specific facility.</p>	<p>Retain record copy at facility for three (3) years, then destroy.</p>

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Item No.	Description	Retention
34	<p><u>MVA Retest Forms</u></p> <p>Contains MVA Forms DC-91 initiated by officers requesting Motor Vehicle Administration to order the re-testing of any Maryland licensed motor vehicle operator. MVA maintains record copy.</p>	<p>Retain at facility for one (1) year, then destroy.</p>
35	<p><u>Detention and Prisoner Property Log</u></p> <p>Contains personal information on persons taken into custody.</p>	<p>Retain at facility for one (1) year, then destroy.</p>
36	<p><u>Jail Log Ledger</u></p> <p>Contains a record of individuals detained by Maryland Transportation Authority Police personnel.</p>	<p>Retain at facility for three (3) years after completion of ledger, then destroy.</p>
37	<p><u>Motor Vehicle Inventory Report</u></p> <p>Contains inventory of motor vehicles that have been stored under the authority of Maryland Transportation Authority Police personnel.</p>	<p>Retain at facility for three (3) years, then destroy.</p>
38	<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.</p>	<p>Retain record copy at facility for three (3) years, then destroy.</p>
39	<p><u>Traffic Citation Control Ledger and/or Tally</u></p> <p>Contains citation number, date issued and trial court date.</p>	<p>Retain record copy of ledger and/or tally sheet at facility for three (3) years, then destroy.</p>

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Item No.	Description	Retention
40	<p><u>Traffic Citation Transmittal Form</u></p> <p>Contains record of those citation copies that are forwarded to District Court on a daily basis.</p>	<p>Record copy maintained by the appropriate court.</p> <p>Retain copy at facility for three (3) months, then destroy.</p>
41	<p><u>Traffic Citation</u></p> <p>Contains record of citation number, date issued, defendant's name, address, section number.</p>	<p>Retain at facility until MVA printout received, then destroy.</p>
42	<p><u>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>
43	<p><u>Safety Equipment Repair Order/SERO</u></p> <p>Contains copies of the Maryland State Police safety equipment repair orders.</p>	<p>Destroy as non-record material 30 days after statistics are gathered and recorded.</p>
44	<p><u>Request for Escort Service</u></p> <p>Contains record of patron request or escort service over a facility.</p>	<p>Cut off annually, retain at facility for one (1) year, then destroy.</p>
45	<p><u>Disabled Vehicle Tags</u></p> <p>Contains record of disabled vehicles that are aided by uniform personnel.</p>	<p>Cut off annually, retain at facility for one (1) year, then destroy.</p>
46	<p><u>Motor Vehicle History</u></p> <p>Contains file folders in sequential order according to vehicle 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>

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Item No.	Description	Retention
47	<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>
48	<p><u>Shift Report - Vehicle and 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>
49	<p><u>Employee Lateness Reports</u></p> <p>Contains reporting circumstance causing an employee's lateness and disposition.</p>	<p>Record copy maintained in personnel record under Item 22 and 23.</p> <p>Retain at facility for one (1) year, then destroy.</p>
50	<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) year, then destroy.</p>
51	<p><u>Dangerous Cargo Check Record</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>
52	<p><u>Vehicle Storage/Impound Report</u></p> <p>Used for recovered, abandoned and all stored vehicles, to include seized as evidence.</p>	<p>Retain at facility until closed, cut off annually, then destroy.</p>
53	<p><u>Vehicle Impound Recording Log</u></p> <p>Record of all vehicles impounded.</p>	<p>Retain at facility until closed, cut off annually, then destroy.</p>
54	<p><u>Consent to Search</u></p> <p>Contains record of patron that was stopped for a violation and agreed to have vehicle searched.</p>	<p>Retain at facility for twelve (12) months, then destroy.</p>

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Item No.	Description	Retention
55	<u>Officer Monthly Activity Report</u> Covers enforcement activities for each officer by month.	Retain at facility until completion of EMPRES process, then destroy.
56	<u>Monthly Activity Summary</u> Summary of the data reported monthly by the officer.	Retain at facility, cut off annually, then destroy.
57	<u>Personnel Inspection Form</u> Record copy of monthly inspections performed on officers.	Retain in employee's auxiliary file at the facility for one (1) year, then destroy.
58	<u>Vehicles Violation Notice</u> Contains a record of vehicles denied use of tunnels for exceeding limitations or violation of regulations.	Cut off annually, retain at facility for one (1) year, then destroy.
59	<u>House Trailer Violation Notice</u> Contains a record of house trailers denied use of tunnels for exceeding limitations or violation of regulations.	Cut off annually, retain at facility for one (1) year, then destroy.
60	<u>Dangerous Cargo Violation Arrest Check Sheet</u> Contains recording evidence on dangerous cargo.	Cut off annually, retain at facility for one (1) year, then destroy.
61	<u>Radar Calibration Record</u> Contains a record that verifies the accuracy and frequency of the radar units.	Retain record copy with Lead Radar Coordinator for five (5) years, then destroy.
62	<u>Radar Data Concerning Repairs, Bulletins and Correspondence</u> Contains record copy of repair work completed on units and bulletins and misc. correspondence.	Retain record copy with Lead Radar Coordinator for five (5) years, then destroy.

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Item No.	Description	Retention
63	<p><u>General Correspondence</u></p> <p>Letters, memos, etc. reflecting the routine operations of the Patrol and Special Operations Bureaus. 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>	Retain at facility for three (3) years, then destroy.
<u>03 COMMERCIAL VEHICLE SAFETY DIVISION</u>		
64	<p><u>Commercial Vehicle Enforcement Division Daily Activities</u></p> <p>Contains data on the daily enforcement activities of weigh and inspection facilities.</p>	Cut off annually. Retain at facility for one (1) year, then destroy.
65	<p><u>Maryland State Police Weight Record</u></p> <p>Contains data on various weight violations committed by commercial motor vehicles.</p>	Retain until case is adjudicated, then destroy.
66	<p><u>Maryland Driver-Vehicle Inspection Report</u></p> <p>Contains information pertaining to the inspections of commercial motor vehicles.</p>	Retain at facility until adjudicated. Retain for three (3) additional years, then destroy.
67	<p><u>General Correspondence</u></p> <p>Letters, memos, etc. reflecting the routine operations 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 hand corner and filed by prefix code.</p>	Retain at facility for three (3) years, then destroy.

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Item No.	Description	Retention
<u>04 ADMINISTRATIVE SERVICES BUREAU</u>		
68	<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.</p>	<p>Record copy maintained by Administrative Services Bureau until superseded or canceled, then destroy.</p>
69	<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. Division and Unit Commanders are also authorized to issue Special Orders.</p>	<p>Record copy maintained by Administrative Services Bureau until superseded, rescinded or canceled, then destroy.</p>
70	<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.</p>	<p>Record copy maintained by Administrative Services Bureau until superseded, rescinded or canceled, then destroy.</p>
71	<p><u>Personnel Orders</u></p> <p>Contains a copy of all Personnel Orders issued by the Administrative Services Bureau to announce training, suspension of police powers, transfers, promotions, initial assignments, dismissals, retirements, commendations, etc.</p>	<p>Record copy maintained at Administrative Services Bureau for ten (10) years, then destroy.</p> <p>Copy placed in employee's personnel file by Human Resources Coordinator.</p> <p>Retain at facility in employee's auxiliary file.</p>

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Item No.	Description	Retention
72	<p><u>Sign For Sheets</u></p> <p>Contains signatures and dates of personnel that have signed for Personnel, Memorandum, General and Special Orders.</p>	Retain record copy with orders.
73	<p><u>General Correspondence</u></p> <p>Letters, memos, etc. reflecting the routine operations of the Administrative Services 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>	Retain at facility for three (3) years, then destroy.

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Item No.	Description	Retention
	<u>05 CENTRAL RECORDS</u>	
74	<u>Statistical Surveys and Reports</u> Contains printouts from Uniform Crime Reports, Maryland Automated Accident Reporting system, Automated Incident Reporting System, Speed Survey and related summaries. Create files as needed.	Retain at Central Records for three (3) years, then destroy.
75	<u>Property Damage Report</u> Contains record of Maryland Transportation Authority property damaged or destroyed. File copy with police report.	Cut off annually, retain at facility for one (1) year, then destroy.
76	<u>Incident Reports - Open</u> Contains all incident reports with applicable supplementary reports attached that require follow up investigation.	At facility level and Central Records, retain until suspended or closed.
77	<u>Incident Reports - Suspended</u> Contains all incident reports with applicable supplementary reports attached where every reasonable avenue of investigation has been pursued and exhausted.	At facility level and Central Records, retain for three (3) years, then destroy.
78	<u>Incident Reports - Closed</u> Contains all incident reports with applicable supplementary reports attached.	At facility level, retain for sixty (60) days, then destroy. Retain closed files at Central Records for three (3) years, then destroy.

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Item No.	Description	Retention
79	<u>Criminal Investigation Reports – Open</u> Contains all open criminal investigation reports with applicable supplementary reports attached including Request for Laboratory Examination, Results of Examination/Analysis, latent fingerprint cards, etc.	Retain at facility level and Central Records until suspended or closed.
80	<u>Criminal Investigation Reports - Suspended</u> Contains all suspended criminal investigation reports with applicable supplementary reports attached . where every reasonable avenue of investigation has been pursued and exhausted.	Retain at facility level and Central Records for ten (10) years, then destroy.
81	<u>Criminal Investigation Reports - Closed</u> Contains all criminal investigation reports with applicable supplementary reports attached.	Retain at facility for sixty (60) days, then destroy. Retain at Central Records for ten (10) years after final adjudication, then destroy.
82	<u>Accident Reports - MSP 1</u> Contains all reports and related documents concerning vehicle collisions recorded through the Maryland Automated Accident Report System.	Original forwarded to MSP by Central Records. Retain record copy at Central Records for ten (10) years, then destroy.
83	<u>Juvenile Custody Report</u> Contains all reports and related documents concerning arrests of juveniles. Kept segregated from other reports.	Retain at facility level, until court proceedings are complete, then forward to Central Records. Retain record copy at Central Records for five (5) years after court proceedings, then destroy.

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Item No.	Description	Retention
84	<p><u>Missing Person Report - Open - Form 79</u></p> <p>Contains all Missing Person reports with applicable supplementary reports attached.</p>	<p>Retain at facility level and Central Records until closed.</p>
85	<p><u>Missing Person Report - Closed - Form 79</u></p> <p>Contains all closed Missing Persons reports with applicable supplementary reports attached.</p>	<p>Record copy maintained at Central Records for five (5) years, then destroy.</p>
86	<p><u>Departmental Accident Report Packet</u></p> <p>Multi-form packet contains record of departmental vehicle accident investigation.</p>	<p>Cut off annually. Retain in Central Records for three (3) years, then destroy.</p>
87	<p><u>Expunged Files</u></p> <p>Contains all paperwork pertaining to a Court Order of Expungement along with the police report in a sealed envelope.</p>	<p>Retain at Central Records for ten (10) years, then destroy.</p>
88	<p><u>General Correspondence</u></p> <p>Letters, memo, etc. which reflect the routine operation of Central Records, to include, Legal, Report Requests, Report Monies, etc.</p>	<p>Legal – retain at Central Records for three (3) years, then destroy.</p> <p>All others - retain at Central Records for three (3) months, then destroy.</p>
89	<p><u>06 DETECTIVE DIVISION</u></p> <p><u>Recruitment Packets</u></p> <p>Contains application forms for officer and cadet positions.</p>	<p>Retain at Detective Division until amended or revised, then destroy.</p>

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Item No.	Description	Retention
90	<u>Police and Cadet Applicant Investigations</u> Contains inquiries or investigations for employment requested by other departments, along with other data.	Forward to requesting department head and/or Human Resources office upon completion of investigation.
91	<u>Criminal Polygraph</u> 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.	
92	<u>Property and Evidence Control Ledger and Data Base</u> Contains a listing of evidence and lost and stolen property along with other pertinent information concerning property.	Retain examiner's findings (summary) in Polygraph Unit for ten (10) years, then destroy. Charts and all other data, retain for three (3) years, then destroy.
93	<u>General Correspondence</u> Letters, memos, etc. which reflect the routine operation of the Detective 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.	Record copy maintained at each facility for five (5) years, then destroy. Retain at Detective Division for five (5) years after completion of ledger, then destroy.
94	<u>07 PROFESSIONAL STANDARDS UNIT</u> <u>Master Complaints Against Personnel File</u> 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 Professional Standards Unit Commander under lock and key.	Retain at facility for three (3) years, then destroy. Retain ledger at facility as a permanent document until all employees have retired, resigned, or died. Retain in the members Internal File for as long as the employee is employed. When individual retires, resigns or dies, place in personnel file (Item #22).

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Item No.	Description	Retention
95	<p><u>Expunged Internal Files</u></p> <p>Contains all paperwork pertaining to an expungement approved by the Chief of Police. Envelope is sealed and placed in a separate file. This file will be maintained by the Professional Standards Unit Commander under lock and key.</p>	<p>Retain at Professional Standards Unit for as long as the employee is employed. When individual retires, resigns or dies, place in personnel file (Item #22).</p>
96	<p><u>Police Employee Applicant Investigation</u></p> <p>Contains application packet and other investigative information related to applicant's background (ie. polygraph and other data).</p>	<p>Retain at Detective Division until investigations are completed. If applicant not accepted, retain for 3 years, then destroy.</p> <p>If accepted, forward to Professional Standards Unit. Retain in member's file as long as employed. When individual retires, resigns or dies, place in Professional Standards ex-employee file for 5 years, then destroy.</p>
97	<p><u>All Other Applicant Investigations</u></p> <p>Contains inquiries or investigations for employment requested by other departments, along with other data on current or ex-employees.</p>	<p>Retain in member's internal file.</p>
<u>08 QUARTERMASTER UNIT</u>		
98	<p><u>Purchase Orders</u></p> <p>Contains records of small procurement items and their designator requests. This file also contains references for vendor verifications.</p>	<p>Retain at Quartermaster Unit for three (3) years, then destroy.</p>

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Item No.	Description	Retention
99	<u>Unscheduled Requisitions DGS 910-7</u> Contains copies of requisitions for large procurements originating in Quartermaster Unit. Scheduled destination, Department of General Services.	Retain at Quartermaster Unit for three (3) years and audit, then destroy.
100	<u>Vendor Records</u> Contains copies of vendor's certifications and records of bills processed for payment.	Retain at Quartermaster Unit for three (3) years and audit, then destroy.
101	<u>Withdraw From Stock - Request for Material</u> Contains filled requests for non-capital supplies and materials from stock. Copies only. Originals audited at Finance Division.	Retain at Quartermaster Unit for three (3) years, then destroy.
102	<u>Ordinance Equipment Inventory</u> Contains original records relating to handcuffs, service revolvers and related equipment.	Retain at Quartermaster Unit for three (3) years or until audited, whichever comes sooner, then destroy.
103	<u>Capital Equipment Inventory and Improvements</u> 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.	Retain at Quartermaster Unit until transferred or condemned, then destroy.
104	<u>Invoices Forwarded for Payment</u> Contains record of invoices received directly from vendor and forwarded for payment. Originals audited at Finance Division.	Retain at Quartermaster Unit for three (3) years, then destroy.

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Item No.	Description	Retention
105	<p><u>Clothing and Equipment Record</u></p> <p>Contains original record of equipment issued to each uniformed officer (includes tactical equipment).</p>	<p>Retain at Quartermaster Unit for as long as individual is employed. When individual retires, resigns or dies, place in file (Item #22).</p>
106	<p><u>Request for Withdraw from Stock</u></p> <p>Contains original record of request for equipment issued to each uniformed officer.</p>	<p>Retain at Quartermaster Unit for three (3) years, then destroy.</p>
107	<p><u>General Correspondence</u></p> <p>Letters, memos, etc. which reflect the routine operation of the Quartermaster 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 prefix code.</p>	<p>Retain at facility for three (3) years, then destroy.</p>
<p><u>09 HUMAN RESOURCES</u></p>		
108	<p><u>Sign-In Sheets</u></p> <p>Record of officers and civilians reporting for duty.</p>	<p>Retain at facility for three (3) years, then destroy.</p>
109	<p><u>Duty Schedules</u></p> <p>Contains shift and daily schedules of on and off duty status of department personnel.</p>	<p>Retain at facility for one (1) year, then destroy.</p>

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Item No.	Description	Retention
110	<p><u>First Report of Injury</u></p> <p>Contains record of investigation made by a supervisor of a reported injury.</p>	<p>Cut off annually, retain with Human Resources Coordinator for as long as individual is employed. When individual resigns, retires, or dies, place in file (Item #22).</p>
111	<p><u>EMPRES Evaluation Forms</u></p> <p>Record of annual rating report of Authority police employees.</p>	<p>Cut off annually, retain as long as employee is employed by MD Transportation Authority Police, then file with Item 22/23.</p>
112	<p><u>Payroll Sheets</u></p> <p>Yellow copy of bi-weekly payroll sheet.</p>	<p>Retain at facility for three (3) years, then destroy.</p>
113	<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.</p>	<p>Copies only, originals audited at Personnel Division.</p> <p>Retain at Police Human Resources Unit for three (3) years, then destroy.</p>
114	<p><u>Overtime Authorization</u></p> <p>Contains a record of Overtime control forms.</p>	<p>Retain at facility for three (3) years, then destroy.</p>

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Item No.	Description	Retention
<u>10 COMMUNICATIONS DIVISION</u>		
115	<u>Open Warrants</u> Contains all open warrants and related documents authorizing personnel to take into custody individual named thereon.	Retain until cleared or closed.
116	<u>Closed Warrants</u> Contains all warrants served or returned (closed).	Cut off annually, retain at facility for one (1) year, then destroy.
117	<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.
118	<u>MILES Message Record</u> Contains record of MILES/CJIS transactions processed in a 24 hour period.	Cut off annually, retain at facility for one (1) year, then destroy.
119	<u>Master Property Damage Card File</u> Contains a record of numerical property damage report in sequence.	Cut off annually. Retain at facility for one (1) year, then destroy.
120	<u>Daily Radio Logs</u> Contains record of radio messages received at the facility.	Cut off annually. Retain at facility for three (3) years, then destroy.
121	<u>Complaint Control Card</u> Contains record of radio messages received at the facility that result in law enforcement activity.	Retain at facility for three (3) years, then destroy.

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Item No.	Description	Retention
122	<p><u>Complaint Control Ledger</u></p> <p>Contains master record of all incident reports, criminal investigation reports, accidents, juvenile reports and property records for the Maryland Transportation Authority Police.</p>	<p>Cut off annually. Retain at facility for three (3) years, then destroy.</p> <p>Retain copy at Central Records for ten (10) years, then destroy.</p>
123	<p><u>General Correspondence</u></p> <p>Letters, memos, etc. which reflect 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 tile, "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>
<p><u>11 TRAINING DIVISION</u></p>		
124	<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>
125	<p><u>Request for Special Assignment/Training Reports</u></p> <p>Contains copies of requests for training or special assignment reports.</p>	<p>Interest file retained by Career Development Manager at Academy until action is taken on the request, then destroyed.</p>
126	<p><u>College Programs</u></p> <p>Contains informative materials concerning college programs available to Maryland Transportation Authority Police personnel.</p>	<p>Retained at Academy and to be kept current by destroying obsolete materials on a yearly basis.</p>

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Item No.	Description	Retention
127	<p><u>Weapons Qualifications</u></p> <p>Contains records of training and qualifications with Agency firearms.</p>	<p>Retain at Academy for two (2) years after completion of qualification, then place in Training file.</p>
128	<p><u>Tactical Training</u></p> <p>Contains information relating to tactical training conducted by and for Agency personnel.</p>	<p>Retain at Academy for two (2) years after completion of Academy, then place in Training file.</p>
129	<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 Academy for three (3) years after completion of course, then destroy.</p>
130	<p><u>Training Manuals</u></p> <p>Contains manuals and instructional material given in scheduled training classes.</p>	<p>Retain at Academy until amended or revised, then file annually. Destroy annual file after five (5) years.</p>
131	<p><u>Training Aids</u></p> <p>Contains record of aids used or courses given in scheduled training classes.</p>	<p>Retain at Academy until amended or revised, then file annually. Destroy annual file after five (5) years.</p>
132	<p><u>Uniform Officer Training File</u></p> <p>Contains record of Uniform Officer's progress, tests given and other related material. To be kept under lock and key.</p>	<p>Retain at Academy for duration of employee's employment, then retain for ten (10) years or until individual is deceased, then destroy.</p>

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Item No.	Description	Retention
133	<p><u>Uniform Officers Training File from Another Department</u></p> <p>Contains record of Uniform Officers from another Department attending Maryland Transportation Authority Police Academy. To be kept under lock and key.</p>	<p>Retain at Academy for three (3) years after individual graduates, then forward to present agency.</p>
134	<p><u>Police and Cadet Positions</u></p> <p>Contains specification sheets, interview schedules, selection criteria and related materials.</p>	<p>Retain at Recruitment Unit until amended, revised or no longer needed, then destroy.</p>
135	<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 Academy for three (3) years, then destroy.</p>