

Department of General Services
Records Management Division
RECORDS RETENTION and DISPOSAL SCHEDULE

Schedule No.
971-19-A-13

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Agency
Maryland State Police

Division/Unit
Training Division

Item No.	Description	Retention
1901	<p>This schedule supersedes schedule 971-19-A-12 in its entirety and reflects the records unique to the Training Division as a result of the Professional Development Unit maintaining a separate schedule.</p> <p>TRAINING MEDIA FILE Contains information pertaining to schools conducted by the Maryland State Police. This collection of records may be arranged by training cycle, training subject, or any other pattern which is convenient to the user.</p> <ul style="list-style-type: none"> - 1 Corporal In-Service - 2 Tpr. & TFC's In-Service - 3 Physical Training - 8 VASCAR Training - 9 RADAR Training - 10 RADAR Recertification - 12 Pressure Point Control Tactics Training - 13 Human Relations/Sensitivity Training - 15 Remedial Driver Training - 18 Officer Survival Training - 25 Driver Training Instructor School (EVOC) - 26 Instructor Development School - 27 Aerial Speed Enforcement School 	<p>Screen annually, destroy obsolete and superseded material. All other material retain for 3 years or until no longer needed, then destroy.</p>
1901-A	<p>IN-SERVICE RECORDS Contains schedules, tests and other pertinent information relating to in-service training.</p>	<p>Retain for 5 years then transfer to State Records Center for an additional 20 years, then destroy.</p>
1902	<p>ACADEMIES AND SPECIAL COURSES Contains informative materials relating to special schools and college programs available to Maryland State Police personnel. Data may include, but is not limited to, NUTI, SPI, and budgetary information relative to the schools.</p>	<p>Screen annually, destroy obsolete and superseded material. Non-record documents.</p>
1903	<p>REQUESTS FOR SPECIAL ASSIGNMENTS/TRAINING Contains copies of requests for training or special assignments.</p>	<p>Retain 3 years, then destroy.</p>

Approved by Department, Agency, Division or Unit Representative

Date: February 3, 2003

Signature: *Thomas R. Vondersmith, Jr.*

Type Name: Tom Vondersmith, Jr.

Title: Records Retention and Disposal Schedule Manager

Schedule Authorized by State Archivist

FEB 27 2003

Date: _____

Signature: *Edward C. [Signature]*

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1905	<p><u>FIREARMS</u> Contains data relating to qualifications with Department issued handguns, non-issued secondary handguns, shotguns and off-duty handguns. Included are record copies of combat and qualification forms submitted by each commander to the Training Division. Additionally, records pertaining to the repair of Department weapons and general information relating to weapon usage within the Department including soft-body armor.</p>	Screen annually destroying obsolete material. All other material will be retained as indicated below.
-1	<p><u>Firearms Training Program</u> Contains current firearms training program.</p>	Screen annually, destroy obsolete material.
-2	<p><u>Shotgun Training</u> Contains information pertaining to shotgun training.</p>	Screen annually, destroy obsolete material.
-3	<p><u>Firearms Instructor Training</u> Contains requests for training, as well as information pertaining to firearms instructor training.</p>	Screen annually, destroy obsolete material.
-4	<p><u>Soft Body Armor Performance Tests</u> - Evaluations of soft body armor.</p>	Screen annually, destroy obsolete material.
-5	<p><u>Discharge of Weapons Report</u></p>	Retain 10 years, then destroy.
1906	<p><u>RADAR AND SPEED COMPUTER OPERATORS & DEVICES</u> Individual radar and speed computer files are maintained alphabetically by name according to their status, i.e. Active, Probationary/Suspended, Inactive. It also contains general information relative to this equipment, both local and national in nature.</p>	Screen annually, destroying obsolete material. Individual radar and speed computer operator files retained for 3 years after termination or retirement of employee, then destroy.
1907	<p><u>TROOPER CANDIDATE CLASS SCHEDULES</u> Contains information pertaining to the procedures of each Academy class, i.e. copies of class schedules (Form 19-41), gantt charts (Form 19-16), grade books, graduation speeches, programs, etc.</p>	Retain 5 years, then forward to State Records Center for an additional 20 years, then destroyed.
1908	<p><u>TROOPER CANDIDATE CLASS FILES</u> Contains material on individual trooper candidate tests, demerits and other miscellaneous material and will be filed by Academy class number.</p>	Retain 5 years, then forward to State Records Center for an additional 20 years, then destroyed.
1909	<p><u>REMEDIAL IN-SERVICE TRAINING</u> Contains lesson plans, tests and/or practical exercises which record completion of the training and record of the employee's attendance. This training is a result of a disciplinary hearing board recommendation.</p>	Retain for 5 years, then forward to State Records Center for an additional 20 years, then destroyed.

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1910	<u>OUT-OF-STATE TRAVEL/TRAINING</u> Contains procedural material relating to approval for out-of-state training; approval at Superintendent/Secretariat and occasionally Board of Public Works levels; Form 9s, copies of GAD-X3 (Individual Request of Out-of-State Travel); MS 551, if pertinent. Budgetary information relative to this area will also be located there.	Retain for one year, then destroy. Records kept on disk for 5 years then destroyed.
1912	<u>INSTRUCTOR EVALUATION CHECKLISTS</u> Evaluations performed by Training Division staff on outside instructors teaching entrance level and/or in-service classes which are mandated by the Maryland Police Training Commission.	Retain for one year, then destroy.
1913	<u>HIGH SPEED PURSUIT REPORTS</u> Contains reports submitted from the field describing high speed pursuits.	Retain 3 years, then destroy.
1914	<u>CAFETERIA CASH REGISTER OPERATIONS</u> Contains monthly schedule of personnel assigned to operate the cash register.	Retain for one year, then destroy.
1915	<u>PISTOL TEAM</u> Contains data relating to pistol team requests.	Retain for one year, then destroy.
1916	<u>PROJECT ASSIGNMENT LOG</u> Log consists of two forms, Training Division Project Log (19-6) and Employee Assignment Log (19-7). Both forms will be kept in a looseleaf binder. Excess forms will be placed in the file.	The Project Assignment Log will be retained permanently. The Employee Assignment Log will be kept for as long as the employee is assigned to the Training Division, plus 3 years, then destroyed.
-1	<u>PROJECT ASSIGNMENTS</u> Contains all correspondence for projects, including a copy of the Training Division Project Log (19-5). This material is filed numerically.	Retain 5 years, then destroy.
1917	<u>DEPARTMENT INSTRUCTORS</u>	Retain files until instructor resigns/retires or no longer wishes to instruct, then transfer files to MSP Human Resources Division to transfer to personnel folder.
-1	<u>General Instructors</u> This file contains copies of certification applications and instructor certificates from the MPCTC: Instructor, Associate Instructor and Provisional Instructor.	
-2	<u>Firearms Instructors</u> This file contains copies of certification applications and instructor certificates from the MPCTC	
-3	<u>Emergency Vehicle Operations Instructors</u> This file contains copies of certification applications and instructor certificates from the MPCTC.	

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1918	<u>AD HOC FILE</u>	
1919	<u>VETERANS ADMINISTRATION</u> Contains material relating to trooper candidates who are veterans.	Retain for 5 years, then forward to State Records Center for an additional 20 years, then destroyed.
1922	<u>SUSPENSE FILE</u> Contains material which is in need of a reply or which is awaiting additional information.	Retain until no longer needed and then file in appropriate folder.
1923	<u>GRADUATION FILE</u> Contains information on graduation preparation.	Keep until obsolete and replace with more current information. Destroy obsolete material.
1926	<u>SUPERINTENDENT'S PISTOL MATCH</u> All correspondence pertaining to match, including computer disk.	Keep until information is obsolete and replace with current material. Destroy obsolete material.
1927	<u>FALLEN HEROES/AWARD CEREMONIES</u> All correspondence pertaining to Fallen Heroes/Award Ceremonies.	Retain until no longer needed, then destroy.
1928	<u>LESSON PLANS</u> Contains In-service and entrance level lesson plans.	Retain 5 years after obsolete, then transfer to State Records Center for an additional 20 years, then destroyed.