

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

Schedule No.  
 971-21-1-A8

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Agency  
 Maryland State Police

Division/Unit  
 Forensic Sciences Division

Item No.	Description	Retention
21-00	<p>This schedule supersedes schedule 971-21-1-A7 by amending 21-00; 21-01; 21-05; 21-06; 21-11; 21-15; and adding 21-17</p> <p><u>BIOLOGY/DNA EVIDENCE CASE FILE</u></p> <p>Contains all Forensic Sciences Division analysis of reports pertaining to the examination and comparison of hair, blood, semen and other body fluids. Includes MSP Forms 67, 21-8/21-8A and personal notes of the forensic chemist. Cases are filed sequentially by Biology/DNA case number: "F-Year-Sequential Number (e.g. F96-001)</p>	<p>Retain 3 years then transfer to the State Records Center for an additional 75 years, then destroy.</p>
21-01	<p><u>LATENT FINGERPRINT CASE FILES</u></p> <p>Contains all crime laboratory analysis reports pertaining to latent fingerprint comparisons, shoe print comparisons and tire impressions. Includes MSP Forms 67, 67A, 21-8, 74, inked impressions on Official Fingerprint Cards, Fingerprint Charts for Court and personal notes of the Latent Print Examiner. Agency cases are filed chronologically by year and barrack area. Non-Agency cases filed chronologically and preceded by an identifier number of "418" or "99".</p>	<p>Retain 2 years then transfer to the State Records Center for an additional 50 years, then destroy.</p>
21-02	<p><u>TRACE EVIDENCE CASE FILES</u></p> <p>Contains all crime laboratory analysis reports pertaining to the examination and comparison of hair, blood, semen, paint, glass, gunshot residue and fiber. Includes MSP Forms 67, 67A, 21-8, 21-17 and personal notes of the forensic chemist. Agency cases filed chronologically by year and barrack area. Non-agency cases filed chronologically by year and preceded by an identifier of "TE-". Arson and gunshot residue cases filed chronologically by year and preceded by an identifier of "ARS-" and "G-" respectively.</p>	<p>Retain 3 years then transfer to the State Records Center for an additional 27 years, then destroy.</p>

Approved by Department, Agency, Division or Unit Representative

Date: *November 30, 2004*

Signature: *Thomas L. Vondersmith, Jr.*

Type Name: Thomas L. Vondersmith, Jr.

Title: Records Coordinator, Planning and Research Div.

Schedule Authorized by State Archivist

Date: **JAN 18 2005**

Signature: *Edward C. Pappas*

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21-03	<p><u>QUESTIONED DOCUMENT CASES</u></p> <p>Contains all crime laboratory analysis reports pertaining to the examination and comparison of handwriting, typewriting, hand printing, check protectors, inks, erasures and paper. Includes MSP Forms 67, 67A, 21-8, 21-17 and personal notes of the examiner, and evidential documents. All cases filed chronologically by year and unit identifier.</p>	<p>Retain 3 years then transfer to the State Records Center for an additional 27 years, then destroy.</p>
21-04	<p><u>FIREARM/TOOLMARK CASES</u></p> <p>Contains all crime laboratory analysis reports pertaining to the examination and comparison of firearms, projectiles, cartridge cases and toolmarks. Includes MSP Forms 67, 67A, 21-8, 21-18, 21-19, photographs and court drawings or charts, analysis reports, and personal notes of the examiner. All cases filed chronologically by year and unit identifier.</p>	<p>Retain 3 years then transfer to the State Records Center for an additional 27 years, then destroy.</p>
21-05	<p><u>EVIDENCE AND CONTROLLED DANGEROUS SUBSTANCES (CDS) DESTRUCTION LOGS/DISKS</u></p> <p>Maintained in ledger books and/or on floppy disks, these logs establish a line of custody from the receipt to the final disposition of Controlled Dangerous Substances (CDS) and other materials submitted as evidence in criminal cases.</p>	<p>Retain in Evidence Coordinator's Unit for 3 years, then transfer to State Records Center for an additional 27 years, then destroy.</p>
21-06	<p><u>MARYLAND STATE POLICE CRIME LABORATORY CONTROLLED DANGEROUS SUBSTANCES (CDS) DESTRUCTION LOG FILES</u></p> <p>Contains all MSP Form 21-2's utilized in conjunction with the destruction of Controlled Dangerous Substances (CDS) being held at the Crime Laboratory no longer having evidentiary value.</p>	<p>Retain in Evidence Coordinator's Unit for 3 years, then transfer to State Records Center for an additional 27 years, then destroy.</p>
21-07	<p><u>CHEMISTRY CASE FILES</u></p> <p>Contains copies of examination reports which show the scientific evaluation of all Controlled Dangerous Substances (CDS) confiscated by members of the Agency. Reports also give descriptive data relating to the victim and/or suspect.</p>	<p>Retain 3 years then transfer to the State Records Center for an additional 27 years, then destroy.</p>
21-08	<p><u>CRIME SCENE UNIT (CSU) CASE FILES</u></p> <p>Contains copies of MSP Form 92s, 92A's, 67s, 67A's and related paperwork completed by Crime Scene Technician. Cases are filed chronologically by date. Crime Scene Unit technicians are responsible for purging case files and securing any personal notes or miscellaneous paperwork as needed.</p>	<p>Retain 3 years, then destroy. Originals are filed in the case files maintained at the local installation or agency and are kept in accordance with specific case file retention schedule.</p>

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21-09	<u>EVIDENCE TRANSPORTS</u> Contains copies of 67s and 67A's of evidence transports made by Crime Scene Unit technicians and are filed chronologically by date.	Retain 3 years, then destroy. Originals are filed in the case files maintained at the local installation or agency and are kept in accordance with specific case file retention schedule.
21-10	<u>CRIME SCENE UNIT (CSU) CASE ASSIGNMENT LEDGER</u> Contains originals or MSP Form 21-6s, Crime Scene Unit Cases Assignment Ledger, filed chronologically by date.	Retain 3 years, then destroy.
21-11	<u>CRIME SCENE UNIT (CSU) TECHNICIAN TASK LIST AND FIELD NOTES</u> Contains originals of MSP form 21-5s, Crime Scene Unit activity Log, filed chronologically by date.	Retain 3 years, then destroy.
21-12	<u>CRIME SCENE UNIT (CSU) MONTHLY STATISTICS</u> Contains originals of MSP form 21-1s, Crime Scene Unit Monthly Statistics.	Retain 3 years, then destroy.
21-13	<u>ADMINISTRATIVE FILES FROM THE DIRECTOR'S DESK</u> Contains notes and files from the Office of the Director of the Forensic Sciences Division.	Retain 3 years then transfer to the State Records Center for an additional 17 years, then destroy.
21-14	<u>TOXICOLOGY UNIT</u> Toxicology cases	Retain 3 years then transfer to the State Records Center for an additional 27 years, then destroy.
21-15	<u>PHOTOGRAPHY UNIT</u> Criminal Case Negatives BI Negatives and Digital Images	Criminal Case Records Retain 3 years then transfer to the State Records Center for an additional 27 years, then destroy. BI negatives will be retained at the State Records Center for 25 years (beginning 2004), then destroy. BI Digital Images retain in the MSP Photography Unit for 30 years, then destroy.
21-16	<u>SAFETY UNIT</u> Safety information that has previously been used by the Forensic Sciences Division, esp. radiation, that is no longer utilized on site	Retain 4 years then transfer to the State Records Center for an additional 17 years, then destroy.

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21-17	<p><u>QUALITY ASSURANCE MATERIALS</u></p> <p>Quality assurance manuals and calibration records, proficiency tests, witness evaluations, and other associated Quality Assurance documents.</p>	<p>Retain at the Forensic Sciences Division for 7 years (from ASCLD/LAB inspection to ASCLD/LAB inspection) then transfer to State Records Center for an additional 23 years, then destroy</p>