

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

Schedule No. 1633-A2

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Agency Dept. of Public Safety & Correctional Services/Information Technology and Communications Division
Division/Unit

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| ADMENDMENT TO SCHEDULE 1633 TO REPLACE ITEMS 4.0 – 4.39 AND ALL OF 1633A1 | | |
| <p>4.0</p> <p>4.1</p> <p>4.2</p> <p>4.3</p> | <p>OPERATIONS</p> <p><u>Master Criminal Fingerprint File</u> Fingerprint cards covering reportable events are forwarded to the Central Repository from all law enforcement agencies in the state.</p> <p><u>Master Non-Criminal Fingerprint File</u> Fingerprint cards for employees, applicants, and licensees of organizations specified by law, regulation or petition to the Secretary of the Department of Public Safety and Correctional Services are forwarded to the Central Repository for processing and filing.</p> <p><u>Duplicate Fingerprint File</u> Duplicate or subsequent fingerprint cards received from criminal justice and non-criminal justice agencies are received, processed and filed separately from the master file.</p> | <p>Convert paper cards to electronic format and retain electronic cards for one hundred (100) years. Then Destroy. Destroy paper cards 90 days after conversion.</p> <p>Maintain paper cards for one hundred (100) years or convert paper cards to electronic format and retain electronic cards for one hundred (100) years. Then Destroy. Destroy paper cards 90 days after conversion.</p> <p>Maintain paper cards for one hundred (100) years or convert paper cards to electronic format and retain electronic cards for one hundred (100) years. Then Destroy. Destroy paper cards 90 days after conversion.</p> |

Schedule Approved by Department, Agency, or Division Representative.

Date 7/26/07

Signature Ronald C. Brothers

Typed Name Ronald C. Brothers

Title Chief Information Officer

Schedule Authorized by State Archivist

Date 4 Jan 08

Signature [Signature]

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| 4.4 | <u>Deceased Fingerprint File</u> Fingerprint cards removed from the master and duplicate files when the subject has been identified as being deceased by fingerprint supported data. | Retain one hundred (100) years and then destroy. |
| 4.5 | <u>Inactive Fingerprint File</u> Fingerprint cards removed from the master and duplicate files when the subject is 90 years old. | Retain one hundred (100) years and then destroy. |
| 4.6 | <u>Petition File, et al</u> Contains open and closed petitions received from the court systems in the processing of an expungement and other associated correspondence. Record copy of petition maintained at the courts. | Retain current year plus two (2) years and then destroy. |
| 4.7 | <u>MD State Police Expunged Cases</u> Contains petition, court order, all CHRI print outs, fingerprint card or index card relating to the incident unsupported by fingerprints, buck slips, copy of certificate of compliance, and all other related correspondence produced or received in the processing of an expungement. Retained in manila folders. | Retain current year plus one (1) year and then destroy. |
| 4.8 | <u>Expungement Case File</u> File contains petitions, court orders, and related correspondence. Expunged fingerprint cards and other documents are returned to the originating agencies. | Retain in current active file for three (3) years and destroy. |
| 4.9 | <u>Non-Retained Private Employer Fingerprint Cards</u> Self-explanatory | Retain ninety (90) days and then destroy. |
| 4.10 | <u>Fingerprint Electronic GSP Logs</u> Self-explanatory | Retain one (1) year and then destroy. |
| 4.11 | <u>Fingerprint Statistical Files</u> Self-explanatory | Retain one (1) year and then destroy. |
| 4.12 | <u>CJIS Storefront Reports</u> Accountability logs, fingerprint logs, and receipt booklets | Retain one (1) year and then destroy. |
| 4.13 | <u>OET Spreadsheets</u> | Retain one (1) year and then |

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| 4.14 | Non-criminal legibility and criminal incoming mail. <u>Data Integrity Group Administrative Files</u> FBI Sync Tape, Fingerprint Outreach, Data Entry, Contributor Audit Program, External Audit | destroy. Retain three (3) years and then destroy. |
| 4.15 | <u>Data Integrity Group Statistical Files</u> Fingerprint Outreach, Data Entry, Contributor Audit Program, External Audit | Retain two (2) years and then destroy. |
| 4.16 | <u>Suspected Error Report Files</u> Data Integrity Group – self explanatory | Retain one (1) year and then destroy. |
| 4.17 | <u>Data Entry Daily Printout Reports</u> ADR & Master Name Deletions | Retain six (6) months and then destroy. |
| 4.18 | <u>FBI Check Files (NIC & Bioterrorism)</u> Background checks/dispositions requested by FBI to make gun purchase decisions within the National Instant Criminal Background System (NICS) or employment decisions for jobs that require processing, handling or management of any classified biologically sensitive item. (Federal Homeland Security Initiative) | Retain one (1) year and then destroy. |
| 4.19 | <u>Record Recovery Reports</u> Self-explanatory | Retain one (1) year beyond the end of the project and then destroy. |
| 4.20 | <u>External Audit Report Files</u> Self-explanatory | Retain permanently. Transfer periodically to State Archives. |
| 4.21 | <u>Internal Audit Report Files</u> Self-explanatory | Retain current year plus two years and then destroy. |
| 4.22 | <u>Special Interest Case Files</u> Data Integrity Group files | Retain three (3) years and then destroy. |
| 4.23 | <u>Criminal History Record Inspection File</u> Contains completed application of an individual requesting to review and inspect criminal history record information concerning the applicant. | Retain for three (3) years and then destroy. |
| 4.24 | <u>Master Fingerprint Files (applicant)</u> Master fingerprint cards (applicant), which have been stored on microfilm cartridges. | Retain one hundred (100) years and then destroy. |
| 4.25 | <u>Criminal Arrest Report (CAR)</u> Criminal arrest report number 00001 to 19999, case files of arrest and dispositions. These reports support the arrest supplied by fingerprints. | Retain microfilm for twenty-five (25) years, and then destroy. |

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| 4.26 | <u>Challenge to Criminal History Record File</u> Contains completed forms an applicant submits to challenge the completeness, contents, accuracy or dissemination of his/her criminal file. | Retain in active file for four (4) years and then destroy. |
| 4.27 | <u>Master Index File</u> Names of persons, incidents, which identify and used to reference record to computerized name Identification/Index files. Index Cards: Prior to automation. | Retain microfilm for twenty-five (25) years, and then destroy. |
| 4.28 | <u>Statistical Reports</u> Production sheets, daily, monthly statistical activity sheets, telephone logs, for use on monthly and yearly statistical report. | Retain for one year, and then destroy. |
| 4.29 | <u>Gold Seal Visa Requests</u> Visa and immigration record check request copies. | Retain one (1) years, and then destroy. |
| 4.30 | <u>Tracking Number Audit Report</u> Contains computer printouts, which list all tracking numbers by ORI order that have been assigned by that agency. | Retain until superseded, and then destroy. |
| 4.31 | <u>DHMH Reports</u> Contains commitment and release reports from mental health centers. | Retain until superseded, and then destroy. |
| 4.32 | <u>Master Name Index Deletion Report</u> Contains identification data of information deleted from Ident/Index. | Retain for one (1) year from the date of deletion and then destroy. |
| 4.33 | <u>ADR Input Change Report</u> Contains identification/arrest tracking data that shows the old versus the new data. | Retain one (1) year from date of change, and then destroy. |
| 4.34 | <u>ADR Input Deletion Report</u> Contains identification and arrest tracking information deleted from Maryland on-line rap sheets. | Retain one (1) year from date of change, and then destroy. |

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| 4.35 | <u>Sex Offender Registration Files</u> Contains information regarding the registration of sexual offenders, includes photos, registration forms, etc. | Maintain file until registration is no longer required plus one (1) additional year and then destroyed. |
| 4.36 | <u>AFIS System Down Report</u> Contains time and reason for system being down and maintenance performed. | Retain three (3) years and then destroy. |
| 4.37 | <u>Teleprocessing System Down Report</u> Contains time and reason for system being down and maintenance performed. | Retain three (3) years and then destroy. |
| 4.38 | <u>VM/VTAM System Down Report</u> Contains time and reason for system being down and maintenance performed. | Retain three (3) years and then destroy. |
| 4.39 | <u>Battery Room Fan Failure</u> Contains time and reason for failure and maintenance performed. | Retain two (2) years and then destroy. |
| 4.40 | <u>Procedures for Lights on UPS Generator Box (Brown Box)</u> Contains time and reason for maintenance call. | Retain two (2) years and then destroy. |
| 4.41 | <u>Procedures for Lights On UPS Monitor Box (Blue Box)</u> Contains time and reason for maintenance and if service call is warranted. | Retain two (2) years and then destroy. |
| 4.42 | <u>Procedures for Air Conditioning Units</u> Contains time and reason for maintenance and if service call is warranted. | Retain two (2) years and then destroy. |
| 4.43 | <u>Procedures for Under Floor Water Detection System</u> Contains time and reason for maintenance and if service call is warranted. | Retain two (2) years and then destroy. |
| 4.44 | <u>Procedure for Liebert Chiller</u> Contains time and reason for maintenance call. | Retain two (2) years and then destroy. |