

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

Schedule No. 2430
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Agency – MDOT – MARYLAND TRANSPORTATION AUTHORITY POLICE

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Item No.	Description	Retention
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Adm	<u>01 COMMANDING OFFICER - ADMINISTRATIVE</u>	
01	<u>Records Retention and Disposal Schedule</u> Contains a copy of DGS 550-1 Retention and Disposal Schedule. Record copy maintained by State Records Management Center and State Archives.	Retain at Central Records until superseded, then destroy.
02	<u>Records Transmittal and Receipt</u> Contains a completed copy of DGS 550-5 form. Record copy maintained by the State Records Center and State Archives.	Retain at Central Records for three (3) years from date of records disposal by Records Center, then destroy.
03	<u>Certificate of Records Disposal</u> Record copy of form DGS 550-2 maintained by State Records Center and State Archives.	Retain at Central Records for three (3) years, then destroy.

Schedule Approved by Department, Agency, or Division Representative.

Date 3/26/09

Signature M. Brown

Typed Name Marcus L. Brown

Title Chief

Schedule Authorized by State Archivist

Date 8 Jun 09

Signature [Handwritten Signature]

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04	<p><u>Fire Emergency Evacuation Plans</u></p> <p>Contains matters relating to fire or comparable emergency evacuation procedures.</p>	<p>Retain in Detachment Commander's File until amended or revised, then destroy.</p>
05	<p><u>Staff Meeting Minutes (Headquarters)</u></p> <p>Contains minutes of meetings attended by Bureau Chiefs, and Division Commanders.</p>	<p>Permanent record copy maintained by Bureau Commander for two (2) years, transfer periodically to MD State Archives.</p>
06	<p><u>General Agency Correspondence</u></p> <p>Letters, specials reports, etc. reflecting the routine operations of the administration, to include Federal Agency, State Agency, State Courts, Municipal Government, County Government.</p>	<p>Retain in General Agency Correspondence File located in Detachment Commander's File. Screen annually and retain permanently any materials having any administrative, legal or historical value that serves to document the origin, development, functions and accomplishments of the agency. Transfer periodically to the State Archives.</p>
07	<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 detachment until repealed, then destroy.</p>
08	<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 detachment until repealed or amended, then destroy.</p>

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09	<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 detachment until repealed or amended, then destroy.</p>
10	<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 detachment until repealed or amended, then destroy.</p>
11	<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 detachment until repealed or amended, then destroy.</p>
12	<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>Attorney General holds record copy for three (3) years, then destroy.</p>
13	<p><u>Annual Budget</u></p> <p>Contains all items relating to the administration of working funds. Sub-divide as needed.</p>	<p>Originals forwarded to Major, Support Services. Retain a copy at detachment for the fiscal year, then destroy. Copies and amendments maintained in Detachment Commander's File.</p>

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14	<p><u>Capital Equipment Inventory</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>LIAISON</p>	<p>Copies only, originals audited at Finance Division.</p> <p>Retain copy in Detachment Commander's File for three (3) years, then destroy.</p>
15	<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 Operations Bureau for three (3) years after the assignment is complete, then destroy.</p>
16	<p><u>Press Releases</u></p> <p>Authorized notices released for public dissemination.</p> <p>02 PATROL/SPECIAL OPERATIONS BUREAU - LAW ENFORCEMENT OPERATION</p>	<p>Screen annually and retain permanently any materials having any administrative, legal or historical value that serves to document the origin, development, functions and accomplishments of the agency. Transfer periodically to the State Archives.</p>
17	<p><u>Duty Schedules - Form 166</u></p> <p>Contains shift and daily schedules of on and off duty status of department personnel.</p>	<p>Retain at detachment for three (3) year, then destroy.</p>

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18	<p><u>Request for Re-Examination - Form MVA DC-91</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>	Retained in Detachment Commander's File for three (3) years, then destroy.
19	<p><u>Protective Detail Form - Form 6</u></p> <p>Contains records of protective details.</p>	Retained in BWI Detachment Commander's file for one (1) year, then destroy.
20	<p><u>Detention and Prisoner Property Log - Form 51</u></p> <p>Contains personal information on persons detained.</p>	Retain at detachment for three (3) years, then destroy.
21	<p><u>Semi-Annual Report on Juveniles Held in Lockups/Cells</u></p> <p>Contains completed copy of the Semi-Annual Report on Juveniles Held in Lockups/Cells.</p>	<p>Retain record copy with Criminal Report, see item # 57-59.</p> <p>Original maintained by Juvenile Justice Advisory Council.</p>
22	<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 Detachment Commander for five (5) years, then destroy.</p> <p>Record copy maintained by the appropriate court.</p> <p>Retain copy at detachment for three (3) months, then destroy.</p>

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23	<p><u>Detachment Fleet File</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 and motor vehicle operation reports by month.</p>	<p>Retain at Detachment Commander's File for one (1) year after vehicle is disposed of, then destroy.</p>
24	<p><u>Vehicle and Equipment Inspection Report</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 detachment for one (1) year, then destroy.</p>
25	<p><u>Vehicle Storage/Impound Report - Form 89</u></p> <p>Used for recovered, abandoned and all stored vehicles, to include seized as evidence.</p>	<p>Retain at detachment for three (3) years, then destroy.</p>
26	<p><u>Vehicle Impound Recording Log</u></p> <p>Record of all vehicles impounded.</p>	<p>Retain at detachment until closed, then retain three (3) years, then destroy.</p>
27	<p><u>Personnel Inspection Form - Form 18</u></p> <p>Record copy of monthly inspections performed on officers.</p>	<p>Retain in employee's auxiliary file at the detachment for one (1) year, then file with EMPRESS documentation for three (3) years.</p>
28	<p><u>Security Awareness Report - Form 174</u></p> <p>Contains information regarding unsecure/inadequate conditions.</p>	<p>Retain at detachment for three (3) years, then destroy.</p>

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29	<u>Missing/Broken Seal Report - Form 173</u>	
	Contains information regarding a missing or broken seal on containers.	Retain at detachment for three (3) years, then destroy.
30	<u>Property Damage Report</u>	
	Contains record of Maryland Transportation Authority property damaged or destroyed	Cut off annually. Retain at detachment for three (3) years, then destroy.
31	<u>Speed Detection Equipment Calibration Record</u>	
	Contains a record that verifies the accuracy and frequency of the Speed Detection Equipment units.	Retain record copy with Lead Radar Coordinator for five (5) years, then destroy.
32	<u>Speed Detection Equipment 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.
33	<u>Alcohol Influence Summary</u>	
	Contains monthly summary of individual test run at each detachment on Alcohol Influence Report Summary.	Record copy maintained by CTAU.
		Retain non-record copy for three (3) years, then destroy.

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34	<p><u>Breath Testing Instrument Report</u></p> <p>Contains a copy of Breath Testing Field Inspection Reports or Field Maintenance Inspection Report Intoximeter 3000; Chemical Test Equipment Repair Report.</p>	<p>Retain record copy at detachment; copy forwarded to CTAU within 24 hours of inspection.</p>
35	<p><u>Instrument Certification File</u></p> <p>Contains copies of certification on breath testing instruments, semi-annual certifications and re-certifications after repairs.</p>	<p>Record copy retained for three (3) years, then destroy.</p>
36	<p><u>Certification Material</u></p> <p>Contains a copy of the Alcohol Reference Solution certification letter and a copy of Ampoule Analyses Report.</p>	<p>Record copy maintained by detachment.</p>
		<p>Retain as long as the instrument is in use and two (2) years after the instrument is disposed of, then destroy.</p>
		<p>Record copies maintained at Intox EC/IR.</p>
		<p>Retain Alcohol Reference Solution certification letter until case is adjudicated, then destroy.</p>
		<p>Retain Ampoule Analyses Reports until all cases under specific ampoule lots are adjudicated, then destroy.</p>

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37	<p><u>Chemical Testing Data Repairs, Bulletins, and Related Correspondence</u></p> <p>Contains all correspondence and reports received pertaining to chemical testing.</p>	<p>Record copy maintained by originating source.</p> <p>Retain as long as the breath tester is in use and for one (1) year after the equipment is disposed of, then destroy.</p>
37	<p><u>Alcohol Testing Program Log</u></p> <p>Contains log of all alcohol influence and related drug arrests; results of chemical test and court disposition.</p>	<p>Record copy of log maintained by originating source.</p> <p>Retain three (3) years after final adjudication, then destroy.</p>
39	<p><u>Breath Test Operators Log</u></p> <p>Contains log of breath tests performed by each operator recorded on breath test Operators Log.</p>	<p>Record copy maintained in the sub-file.</p> <p>Retain as long as operator is licensed, plus two (2) additional years, then destroy.</p> <p>When operator is transferred, place in Auxiliary Personnel File.</p>
40	<p><u>Alcohol Influence Yearly Summary - Form 180</u></p> <p>Contains copies of Alcohol Influence Yearly Summary.</p>	<p>Record copy maintained by CTAU for three (3) years, then destroy.</p> <p>Non-record copy maintained by originating source for three (3) years, then destroy.</p>

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41	<p><u>Preliminary Breath Test Log - Form MSP 36A</u></p> <p>Contains log of all preliminary breath tests offered.</p>	<p>Record copy of log maintained by originating source. Retain three (3) years, then destroy.</p>
42	<p><u>K-9 Activities</u></p> <p>Contains copies of records of activities generated by K-9 personnel assigned to detachments.</p>	<p>Record copy filed at K-9 Headquarters.</p> <p>Non-record copy maintained by K-9 handler Retain three (3) years after either dog/handler/team retire, then destroy.</p>
<p><u>03 COMMERCIAL VEHICLE SAFETY UNIT</u></p>		
43	<p><u>Commercial Vehicle Enforcement Division Daily Activities</u></p> <p>Contains data on the daily enforcement activities of weigh and inspection facilities.</p>	<p>Cut off annually. Retain at detachment for one (1) year, then destroy.</p>
44	<p><u>Maryland State Police Weight Record</u></p> <p>Contains data on various weight violations committed by commercial motor vehicles.</p>	<p>Retain until case is adjudicated, then destroy.</p>
45	<p><u>Maryland Driver-Vehicle Inspection Report</u></p> <p>Contains information pertaining to the inspections of commercial motor vehicles.</p>	<p>Retain at CVSU for three (3) years, then destroy.</p>

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46	<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 CVSU for one (1) year, then destroy.</p>
47	<p><u>Vehicles Violation Notice / House Trailer Violation Notice</u></p> <p>Contains a record of vehicles/house trailers denied use of tunnels for exceeding limitations or violation of regulations.</p>	<p>Cut off annually, retain at detachment for one (1) year, then destroy.</p>
<p><u>04 ADMINISTRATIVE SERVICES BUREAU</u></p>		
48	<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>Permanent. Record copy maintained by Administrative Services Bureau in Headquarters until superseded, then transfer to State Archives.</p>
49	<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>Permanent. Record copy maintained by Administrative Services Bureau until superseded, then transfer to State Archives.</p>
50	<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>Permanent. Record copy maintained by Adm. Service Bureau until superseded, then transfer to State Archives.</p>

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51	<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 until superseded, then transfer to State Archives.</p> <p>Copy placed in employee's personnel file by Human Resources Coordinator.</p> <p>Retain at detachment in employee's auxiliary file.</p>
52	<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>	<p>Retain record copy with appropriate Order, see item #48-51.</p>
<p><u>05 CENTRAL RECORDS</u></p>		
53	<p><u>Statistical Surveys and Reports</u></p> <p>Contains printouts from Uniform Crime Reports, Maryland Automated Accident Reporting system, Automated Incident Reporting System, Speed Survey and related summaries. Create files as needed.</p>	<p>Retain at Central Records for five (5) years, then destroy. Permanent copy maintained by originating source (i.e.; UCR, MAARS, etc.)</p>
54	<p><u>Incident Reports - Open - Form 121</u></p> <p>Contains all incident reports with applicable supplementary reports attached that require follow up investigation.</p>	<p>Record copy maintained at Central Records, retain until suspended or closed.</p>

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55	<p><u>Incident Reports – Suspended - Form 121</u></p> <p>Contains all incident reports with applicable supplementary reports attached where every reasonable avenue of investigation has been pursued and exhausted.</p>	<p>Record copy maintained at Central Records, retain for three (3) years, then destroy.</p>
56	<p><u>Incident Reports - Closed - Form 121</u></p> <p>Contains all incident reports with applicable supplementary reports attached.</p>	<p>Retain closed files at Central Records for three (3) years, then destroy.</p>
57	<p><u>Criminal Investigation Reports – Open - Form 122</u></p> <p>Contains all open criminal investigation reports with applicable supplementary reports attached including Request for Laboratory Examination, Results of Examination/Analysis, latent fingerprint cards, etc.</p>	<p>Non-record copy maintained at detachment level and record copy maintained at Central Records until suspended or closed.</p>
58	<p><u>Criminal Investigation Reports - Suspended - Form 122</u></p> <p>Contains all suspended criminal investigation reports with applicable supplementary reports attached where every reasonable avenue of investigation has been pursued and exhausted.</p>	<p>Non-record copy maintained at detachment level for one (1) year and record copy maintained at Central Records for three (3) years, then re-evaluate for solvability purposes. Destroy after 10 years.</p> <p>Felony case files that are to be purged will be stored in their entirety on digital media and transferred to State Archives in accordance with the Archives rules and regulations.</p>

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59	<p><u>Criminal Investigation Reports - Closed - Form 122</u></p> <p>Contains all criminal investigation reports with applicable supplementary reports attached.</p>	<p>Non-record copy maintained at detachment until adjudicated, then destroy. Record copy maintained at Central Records for ten (10) years after final adjudication, then destroy.</p> <p>Felony case files that are to be purged will be stored in their entirety on digital media and transferred to State Archives in accordance with the Archives rules and regulations..</p>
60	<p><u>Criminal Investigation Case Files</u></p> <p>Contains all criminal investigation reports with applicable supplementary reports attached. Also includes fingerprint cards, photos, criminal record from FBI, court dispositions.</p>	<p>Retain at Detective Unit until expunged, then forward to Central Records and follow retain as in #59.</p>
61	<p><u>Consent to Search - Form 55</u></p> <p>Contains record of patron that was stopped for a violation and agreed to have vehicle searched.</p>	<p>Retain at Central Records with citation(s) or report(s) and follow retention for report (see item #54-59).</p>
62	<p><u>Property Report - Form 53</u></p> <p>Contains record of property being stored by this Agency (i.e. personal property removed from a subject) or items that will be submitted for analysis or testing by MSP.</p>	<p>Property/evidence retained at detachment until closed. Then after 60 days, forward to Detective Unit. Retain until closed, then destroy.</p>

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63	<p><u>MAARS Reports - MSP 1</u></p> <p>Contains all reports and related documents concerning vehicle collisions recorded through the Maryland Automated Accident Report System.</p>	<p>Original forwarded to MSP by Central Records.</p>
		<p>Retain record copy at Central Records for three (3) years, then destroy.</p>
64	<p><u>Reconstruction Reports</u></p> <p>Contains all reports and related documents concerning fatalities and serious injury collisions recorded through the Maryland Automated Accident Report System</p>	<p>Record copy maintained at Central Records for five (5) years, then destroy.</p>
65	<p><u>Juvenile Custody Report - Form 109</u></p> <p>Contains all reports and related documents concerning arrests of juveniles. Kept segregated from other reports.</p>	<p>Retain at detachment level, until court proceedings are complete, then forward to Central Records.</p>
		<p>Maintain Juvenile Custody Log in Detachment Commander's file for three (3) years, then destroy.</p>
		<p>Retain record copy at Central Records for five (5) years after court proceedings or until the juvenile's 21st birthday, then destroy.</p>
66	<p><u>Missing Person Report - Open - Form 79</u></p> <p>Contains all Missing Person reports with applicable supplementary reports attached.</p>	<p>Non-record copy maintained at detachment level and record copy at Central Records until closed. Then destroy.</p>

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67	<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>
68	<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 with Fleet Management for five (5) years, then destroy.</p>
69	<p><u>Digital In-Car Video</u></p> <p>Contains DVD's of serious incidents (i.e.; criminal arrests, serious or fatal traffic crashes, DUI arrests, pursuits, Use of Force incidents, asset seizure cases, or incidents resulting in a complaint against personnel or the likelihood of)</p>	<p>Record copy maintained in the appropriate case file (i.e.; criminal, DUI, etc.) at Central Records and follow appropriate retention for report.</p>
70	<p><u>Driving While Intoxicated Cases - Open</u></p> <p>Contains all open alcohol influence reports and all documents related to same, Alcohol Influence Report, State of Maryland Chemical Test Report, Alcohol Analysis - Medical Personnel Payment Authorization, Preliminary Breath Test Advice of Rights, and Disposition of Alcohol Chemical Test Case</p>	<p>Retain at Central Records - statted cases on file for one year, solicit, in writing, a decision from the appropriate State's Attorney's Office on the question of closing the case or retaining it on file and reassessing it in one year. Retain until closed, then destroy.</p>

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		<p>Retain at Central Records - open cases on file for five years that do not involve personal injury, fatalities, property damage or damage to other vehicles. Detachment commanders will close the cases administratively and destroy the case file 30 days after informing the State's Attorney of the cases scheduled for destruction and the date they will be destroyed.</p>
71	<p><u>Driving While Intoxicated Cases - closed</u></p> <p>Contains all closed alcohol influence reports and all related documents.</p>	<p>Record copy maintained by CTAU. Retain three (3) years after final adjudication, then destroy.</p>
72	<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 25 years, then forward to State Archives for permanent retention.</p>
73	<p><u>Uniform Complaint and Citation - Form DR-49</u></p> <p>Contains record of citation number, date issued, defendant's name, address, section number.</p>	<p>Retain at Central Records for three (3) years, then destroy.</p>
74	<p><u>Warnings - Form 32</u></p> <p>Contains copies of the Maryland Transportation Authority Police Violation Warning form issued in lieu of a citation.</p>	<p>Retain at Central Records for three (3) years, then destroy.</p>

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75	<p><u>Safety Equipment Repair Order/SERO - Form MSP 157</u></p> <p>Contains copies of the Maryland State Police safety equipment repair orders.</p>	<p>Retain at Central Records for three (3) years, then destroy.</p>
76	<p><u>Daily Report - Form 195</u></p> <p>Contains a record of traffic and misc. incidents (suicides, collisions, etc.) occurring the each day.</p>	<p>Retained at Central Records electronically for five (5) years, then destroy.</p>
<p><u>06 DETECTIVE UNIT</u></p>		
77	<p><u>Criminal Polygraph</u></p> <p>Contains charts, copy of examiner's findings and all related data dealing with polygraph examinations involving criminal matter.</p>	<p>Retain at Detachment Commander's File for one (1) year, then destroy.</p> <p>Record copy maintained by Polygraph Unit.</p> <p>Retain examiner's findings in Polygraph Unit for five (5) years after final adjudication and no longer needed, then destroy. Charts and all other data, retain for three (3) years, then destroy.</p>

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78	<p><u>Non-Criminal Polygraph</u></p> <p>Contains graphs, copy of examiner's findings and all related data dealing with polygraph examinations involving non-criminal matters.</p>	<p>Record copy maintained with appropriate administrative file. Retain audio recordings for six (6) months, then destroy. After one (1) year, in January, destroy charts and all other data.</p>
79	<p><u>Property and Evidence Control Ledger and Data Base</u></p> <p>Contains a listing of evidence and lost and stolen property along with other pertinent information concerning property.</p>	<p>Record copy maintained at each detachment for five (5) years, then forward to Detective Unit</p>
		<p>Retain at Detective Unit for five (5) years after completion of ledger, then destroy.</p>
80	<p><u>Asset Forfeiture Form - Form 209</u></p> <p>Contains all information pertaining to the forfeiture of property.</p>	<p>Retain for five (5) years, then destroy.</p>
81	<p><u>Open Warrants</u></p> <p>Contains all open warrants and related documents authorizing personnel to take into custody individual named thereon.</p>	<p>Retain until cleared or closed, then destroy.</p>

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82	<p><u>Closed Warrants</u></p> <p>Contains all warrants served or returned (closed).</p>	<p>Cut off annually, retain at detachment for one (1) year, then destroy.</p>
<u>07 INTERNAL AFFAIRS UNIT</u>		
83	<p><u>Master Complaints Against Personnel File</u></p> <p>Controls the complaints and records of disciplinary action against the Agency's sworn personnel.</p>	<p>Retain non-permanent copy in office for fifty (50) years, review, destroy if no longer needed.</p>
84	<p><u>Complaint File</u></p> <p>Contains investigative reports and records of disciplinary action</p>	<p>Retain in file as long as employee is active. Upon permanent separation, remove to the appropriate Former Member file.</p>
85	<p><u>Cross Reference File</u></p> <p>Computerized database cross-references complaints, the agency's sworn employees and case numbers.</p>	<p>Retain non-permanent information in database for fifty (50) years, review, delete if no longer needed.</p>
86	<p><u>Former Member File - Retired</u></p> <p>Contains a record of complaints and disciplinary action for sworn employees upon retirement from the Agency. File is maintained in alphabetical order.</p>	<p>Retain for five (5) years, then forward to State Records Center for twenty (20) years, then destroy.</p>

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87	<p><u>Former Member File - Resignation</u></p> <p>Contains a record of complaints and disciplinary action for sworn employees upon resignation from the Agency. File is maintained in alphabetical order.</p>	<p>Retain for five (5) years, then forward to State Records Center for twenty (20) years, then destroy.</p>
88	<p><u>Former Member File - Terminated</u></p> <p>Contains a record of complaints and disciplinary action for sworn employees upon termination from the Agency. File is maintained in alphabetical order.</p>	<p>Retain for five (5) years, then forward to State Records Center for twenty (20) years, then destroy.</p>
89	<p><u>Former Member File - Deceased</u></p> <p>Contains a record of complaints and disciplinary action for sworn employees upon their death while actively employed by the Agency. File is maintained in alphabetical order.</p>	<p>Retain for five (5) years, then destroy.</p>
90	<p><u>Expunged Internal Files</u></p> <p>Contains request for expungement and expunged material.</p>	<p>Retain for five (5) years, forward to State Records Center for twenty (20) years, then destroy.</p>
91	<p><u>Current Police Employee Applicant Investigation</u></p> <p>Contains application background packet.</p>	<p>Retain at Recruitment / Selection Unit until employed, then forward to Internal Affairs.</p> <p>If applicant not accepted, retain for five (5) years, then destroy.</p>

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92	<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 at Internal Affairs Unit. Retain in member's file as long as employed. When individual retires, resigns or becomes deceased, place in IAU ex-employee file for five (5) years, then destroy.</p> <p>Retain in member's internal file. Retain for three (3) years, then destroy.</p>
93	<p><u>Use of Force and Pursuit Data Files - Form 45 and 25</u></p> <p>Contains Use of Force reports and Pursuit reports from the Detachments. After being reviewed by IAU and the Use of Force Committee, if needed</p>	<p>Retain for three (3) years, then destroy.</p>
<p><u>08 QUARTERMASTER UNIT</u></p>		
94	<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>
95	<p><u>Unscheduled Requisitions DGS 910-7</u></p> <p>Contains copies of requisitions for large procurements originating in Quartermaster Unit. Scheduled destination, Department of General Services.</p>	<p>Retain at Quartermaster Unit for three (3) years and audit, then destroy.</p>

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96	<p><u>Vendor Records</u></p> <p>Contains copies of vendor's certifications and records of bills processed for payment.</p>	<p>Retain at Quartermaster Unit for three (3) years and audit, then destroy.</p>
97	<p><u>Withdraw From Stock - Request for Material</u></p> <p>Contains filled requests for non-capital supplies and materials from stock. Copies only. Originals audited at Finance Division.</p>	<p>Retain at Quartermaster Unit for three (3) years, then destroy.</p>
98	<p><u>Ordinance Equipment Inventory</u></p> <p>Contains original records relating to handcuffs, service revolvers and related equipment.</p>	<p>Retain at Quartermaster Unit for three (3) years or until audited, whichever comes sooner, then destroy.</p>
99	<p><u>Capital Equipment Inventory and Improvements</u></p> <p>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.</p>	<p>Retain at Quartermaster Unit until transferred or condemned, then destroy.</p>
100	<p><u>Invoices Forwarded for Payment</u></p> <p>Contains record of invoices received directly from vendor and forwarded for payment. Originals audited at Finance Division.</p>	<p>Retain at Quartermaster Unit for three (3) years, then destroy.</p>

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101	<p><u>Clothing and Equipment Record - Form 105</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>
102	<p><u>Request for Withdraw from Stock - Form 107</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>
<p><u>09 HUMAN RESOURCES</u></p>		
103	<p><u>First Report of Injury</u></p> <p>Contains record of investigation made by a supervisor of a reported injury.</p>	<p>Record copy retained with Human Resources Coordinator for as long as individual is employed. When individual resigns, retires, or becomes deceased, place in file (Item #22).</p>
104	<p><u>EMPRES Evaluation Forms</u></p> <p>Record of annual rating report of Authority police employees.</p>	<p>Retain as long as employee is employed by MD Transportation Authority Police with Human Resources Coordinator, then file with Item 22/23.</p>

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105	<p><u>Payroll Sheets</u></p> <p>Yellow copy of bi-weekly payroll sheet.</p>	<p>Retain at detachment for seven (7) years, then destroy.</p>
106	<p><u>Request for Leave</u></p> <p>Contains records of control of authorized leave records.</p>	<p>Copies maintained in Detachment's Auxiliary file. Retain at Police Human Resources Unit for three (3) years, then destroy.</p>
107	<p><u>Sick Leave Slips</u></p> <p>Contains records of sick leave slips.</p>	<p>Retain in Detachment Commander's File for three (3) years, then destroy. Record copy forwarded to Human Resources and maintained for three (3) years, then destroy.</p>
108	<p><u>Overtime Authorization</u></p> <p>Contains a record of Overtime control forms.</p>	<p>Retain in Detachment Commander's file for three (3) years, then destroy.</p>
109	<p><u>Bi-Weekly Leave Journals</u></p> <p>Contains reports documenting hours worked and leave taken on a bi-weekly basis.</p>	<p>Retain at Human Resources for three (3) fiscal years, then destroy.</p>

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110	<p><u>Personnel Rosters</u></p> <p>Contains record of the Administration's official alphabetical, seniority and assignment rosters.</p>	<p>Retain non-permanent copy at the Human Resources Unit, updated as needed.</p>
111	<p><u>Official Uniform/Civilian Personnel Records</u></p> <p>Contains official record, alphabetically arranged personnel folders that are maintained for each uniform employee assigned to the department.</p>	<p>Retain at Headquarters for as long as individual is employed, then retain for ten (10) years and forward to Maryland State Records Center for an additional 20 years, then destroy.</p>
<u>10 COMMUNICATIONS DIVISION</u>		
112	<p><u>MILES Print Outs</u></p> <p>Contains record of message printout of MILES terminal.</p>	<p>Cut off monthly, retain at detachment for thirty (30) days, then destroy.</p>
113	<p><u>MILES Message Record</u></p> <p>Contains record of MILES/CJIS transactions processed in a 24 hour period.</p>	<p>Cut off annually, retain at detachment for one (1) year, then destroy.</p>
114	<p><u>Daily Radio Logs - Form 72</u></p> <p>Contains record of radio messages received at the detachment.</p>	<p>Cut off annually. Retain at Communications for three (3) years, then destroy.</p>

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115	<p><u>Complaint Control Card</u></p> <p>Contains record of radio messages received at the detachment that result in law enforcement activity.</p>	<p>Retain at detachment for one (1) years, then destroy.</p> <p>Retained electronically by Central Records for ten (10) years, then delete.</p>
116	<p><u>Complaint Control Ledger</u></p> <p>Contains master record of all incident reports, criminal investigation reports, accidents, juvenile reports, and property records.</p>	<p>Retained electronically by Central Records for ten (10) years, then delete.</p>
<u>11 TRAINING UNIT</u>		
117	<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 as new training becomes available. Maintained by Career Development Manager. To be kept current until superseded by new training and then destroy.</p>
118	<p><u>Interest File - Specialized Training Forms</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>
119	<p><u>College Programs</u></p> <p>Contains informative materials concerning college programs available to Maryland Transportation Authority Police personnel.</p>	<p>Retained by Career Development Manager and to be kept current by destroying obsolete materials on a yearly basis.</p>

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120	<p><u>Weapons Qualifications</u></p> <p>Contains records of training and qualifications with Agency firearms.</p>	<p>Retained by Training Certification Coordinator for two (2) years after completion of qualification, then place in Training folder, see item #123.</p>
121	<p><u>Training Schedules (In-Service)</u></p> <p>Contains record of dates, subject matter and instructors of In-Service courses given.</p>	<p>Retained by Training Certification Coordinator for three (3) years after completion of course, then destroy.</p>
122	<p><u>Training Manuals</u></p> <p>Contains manuals and instructional material (lesson plans) given in scheduled training classes.</p>	<p>Retained by Training Certification Coordinator until amended or revised, then file annually. Destroy annual file after five (5) years.</p>
123	<p><u>Sworn Officer Training File</u></p> <p>Contains record of Uniform Officer's progress, tests given and other related material and field training file as completed. To be kept under lock and key.</p>	<p>Retained by Training Certification Coordinator for duration of employee's employment, then retain for ten (10) years or until individual is deceased, then destroy.</p>

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124	<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 (laterals). To be kept under lock and key.</p>	<p>Retained by Training Certification Coordinator for three (3) years after individual graduates, then forward to present agency.</p>
125	<p><u>Recruitment Packets</u></p> <p>Contains application forms for officer and cadet positions.</p>	<p>Retain at Recruiting & Selection Unit until amended or revised, then destroy.</p>
126	<p><u>Current Police and Cadet Applicant Investigations</u></p> <p>Contains inquiries or investigations for employment requested by other departments, along with other data.</p>	<p>Retain at Recruitment / Selection Unit until employed, then forward to Internal Affairs.</p> <p>Retain at Internal Affairs Unit. Retain in member's file as long as employed. When individual retires, resigns or becomes deceased, place in IAU ex-employee file for five (5) years, then destroy.</p>