

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

Schedule No. 971-29-3

Page 1 of 11

Agency
Department of State Police

Division/Unit
29 - Licensing Division

Item No.	Description	Retention
2901-1	<p>Schedule 971-29-3, supersedes schedule 971-29-2 in its entirety.</p> <p><u>SPECIAL POLICE INFORMATION, AND BACKGROUND DATABASE</u> Electronic file that contains a Special Police Officer's basic demographical data, informational notes and limited background history.</p>	<p>Screen annually and destroy files and information that have become obsolete, are superseded, or have lost administrative value. All remaining material will be retained as an electronic file for 5 years after year of last active commission, then delete/destroy.</p>
2901-2	<p><u>SPECIAL POLICE COMMISSION APPLICATIONS</u> Contains the paper application, supporting documentation, commission certification application, renewals applications, investigative reports, attachments, correspondence, replacement and modification requests, termination of commission notification, request to direct traffic, commission recommendation notice to Secretary of State and any other document associated with the applicant.</p>	<p>If applicant is not subject of/to litigation, retain one year after year of last active commission/disapproval then destroy. If applicant is subject of/to litigation at time of scheduled destruction retain until no longer needed, then destroy.</p>
2901-3	<p><u>SPECIAL POLICE TERMINATED COMMISSION CARDS</u> Contains identification cards that are expired, voided or have been terminated by the Licensing Division.</p>	<p>Destroy immediately upon receipt.</p>
2901-4	<p><u>SPECIAL POLICE COMMISSION AGENCY FILE</u> Contains badge and uniform requests, list of property locations, correspondence with authorized representative, correspondence requesting and supporting request for commission and any other document associated with the applicant.</p>	<p>If applicant is not subject of/to litigation, retain one year after year of last active commission/disapproval then destroy. If applicant is subject of/to litigation at time of scheduled destruction retain until no longer needed, then destroy.</p>
2901-5	<p><u>SPECIAL POLICE ADMINISTRATIVE INVESTIGATION AND AUDIT FILE</u> Contains closed and suspended investigative files capturing complaints and audits related to Special Police Commissions sponsoring entity violations.</p>	<p>If applicant is not subject of/to litigation, retain 20 years after year of last active commission/disapproval then destroy. If applicant is subject of/to litigation at time of scheduled destruction retain until no longer needed, then destroy.</p>
2901-6	<p><u>SPECIAL POLICE COMMISSION APPLICANT CARD FILE</u> Contains index cards used to file alphabetically cross reference the Special Police Commission files up to 1989 when this data began to be captured electronically.</p>	<p>Retain Special Police Applicant Cards 3 years after year of last active commission/disapproval then destroy. If applicant is subject of/to litigation at time of scheduled destruction retain until no longer needed, then destroy.</p>

Approved by Department, Agency, Division or Unit Representative

Date: *November 10, 2011*

Signature: *Thomas L. Vondersmith, Jr.*

Type Name: Thomas L. Vondersmith, Jr.

Title: Department Records Retention & Disposal Schedule Manager

Schedule Authorized by State Archivist

Date: *11/22/2011*

Signature:

Edward A. [Signature]

Department of General Services
Records Management Division
RECORDS RETENTION and DISPOSAL SCHEDULE
(Continuation Sheet)

Schedule No. 971-29-3

Page 2 of 11

Item No.	Description	Retention
2902-1	RAILROAD POLICE COMMISSION APPLICATION, INFORMATION, AND BACKGROUND DATABASE Electronic file that contains a Railroad Police Officer's basic demographical data, informational notes and limited background history.	Retain as an electronic file for five (5) years after year of last active commission or purge as files and information become obsolete, are superseded, or administrative value is lost, then delete/destroy.
2902-2	RAILROAD POLICE COMMISSION APPLICATIONS Contains the paper application, supporting documentation, commission certification application, investigative reports, attachments, correspondence, replacement and modification requests, termination of commission notification, commission recommendation notice to the Secretary of State and any other document associated with the applicant.	If applicant is not subject of/to litigation, retain 1 year after year of last active commission/disapproval then destroy. If applicant is subject of/to litigation at time of scheduled destruction retain until no longer needed, then destroy.
2902-3	RAILROAD POLICE COMMISSION VOIDED, EXPIRED OR TERMINATED COMMISSION CARDS Contains identification cards that are expired, voided or terminated by the Licensing Division.	Destroy immediately upon receipt.
2902-4	RAILROAD POLICE IN STATE NOTIFICATION LIST Contains documents identifying those Railroad Police Officers who have been granted authority to act as a Railroad Police Officer in the State of Maryland regardless of State of Commission.	If applicant is not subject of/to litigation, retain 3 years after year of last active commission/disapproval then destroy. If applicant is subject of/to litigation at time of scheduled destruction retain until no longer needed, then destroy.
2902-5	RAILROAD POLICE ADMINISTRATIVE INVESTIGATION AND AUDIT FILE Contains closed and suspended investigative files capturing complaints and audits related to Railroad Police Commissions and sponsoring entity violations.	If applicant is not subject of/to litigation, retain 20 years after year of last active commission/disapproval then destroy. If applicant is subject of/to litigation at time of scheduled destruction retain until no longer needed, then destroy.
2902-6	RAILROAD POLICE COMMISSION MASTER NAME INDEX Contains alphabetically arranged index cards used to file which contain identifying data of all individuals who have applied for Railroad Police Commissions in Maryland.	If applicant is not subject of/to litigation, retain 3 years after year of last active commission/disapproval then destroy. If applicant is subject of/to litigation at time of scheduled destruction retain until no longer needed, then destroy.
2903-1	SECURITY SYSTEMS AGENCY LICENSE APPLICATION, INFORMATION, AND BACKGROUND DATABASE Electronic file that contains a Security Systems Agency's basic demographical data, informational notes and limited background history.	Screen annually and destroy files and information that have become obsolete, are superseded, or have lost administrative value. All remaining material will be retained as an electronic file for 5 years after year of last active license/disapproval, then delete/destroy.
2903-2	SECURITY SYSTEMS AGENCY LICENSE APPLICATIONS Contains the paper application, sales tax account, tax clearance document, supporting documentation, renewals applications, investigative reports, attachments, correspondence, replacement and modification requests, termination of license notification and any other document associated with the applicant.	If applicant is not subject of/to litigation, retain 3 years after year of last active license/disapproval then destroy. If applicant is subject of/to litigation at time of scheduled destruction retain until no longer needed, then destroy.

Department of General Services
Records Management Division
RECORDS RETENTION and DISPOSAL SCHEDULE
(Continuation Sheet)

Schedule No. 971-29-3

Page 3 of 11

Item No.	Description	Retention
2903-3	<u>SECURITY SYSTEMS AGENCY VOIDED, EXPIRED OR TERMINATED IDENTIFICATION CARDS AND WALL LICENSE</u> Contains identification cards and wall licenses that are expired, voided or terminated by the Licensing Division.	Destroy immediately upon receipt.
2903-4	<u>SECURITY SYSTEMS TECHNICIAN LICENSE APPLICATION, INFORMATION, AND BACKGROUND DATABASE</u> Electronic file that contains a Security Systems Technician's basic demographical data, informational notes and limited background history.	Screen annually and destroy files and information that have become obsolete, are superseded, or have lost administrative value. All remaining material will be retained as an electronic file for 5 years after year of last active license/disapproval, then delete/destroy.
2903-5	<u>SECURITY SYSTEMS TECHNICIAN LICENSE APPLICATIONS</u> Contains the paper application, supporting documentation, renewals applications, investigative reports, attachments, correspondence, replacement and modification requests, termination of license notification and any other document associated with the applicant.	If applicant is not subject of/to litigation, retain 3 years after year of last active license/disapproval then destroy. If applicant is subject of/to litigation at time of scheduled destruction retain until no longer needed, then destroy.
2903-6	<u>SECURITY SYSTEMS TECHNICIAN VOIDED, EXPIRED, OR TERMINATED IDENTIFICATION CARDS</u> Contains identification cards that are expired, voided or terminated by the Licensing Division.	Destroy immediately upon receipt.
2903-7	<u>SECURITY SYSTEMS ADMINISTRATIVE INVESTIGATION AND AUDIT FILE</u> Contains closed and suspended investigative files capturing complaints and audits related to licensed and unlicensed security system agency and individual technician violations.	If applicant is not subject of/to litigation, retain 20 years after year of last active commission/disapproval then destroy. If applicant is subject of/to litigation at time of scheduled destruction retain until no longer needed, then destroy.
2904-1	<u>PRIVATE DETECTIVE AGENCY LICENSE APPLICATION; INFORMATION, AND BACKGROUND DATABASE</u> Electronic file that contains a Private Detective Agency's basic demographical data, informational notes and limited background history.	Screen annually and destroy files and information that have become obsolete, are superseded, or have lost administrative value. All remaining material will be retained as an electronic file for 5 years after year of last active license/disapproval, then delete/destroy.
2904-2	<u>PRIVATE DETECTIVE AGENCY LICENSE APPLICATIONS</u> Contains the paper application, sales tax account, tax clearance document, supporting documentation, article of incorporation, renewals applications, investigative reports, attachments, badge reviews and approvals, correspondence, replacement and modification requests, termination of license notification and any other document associated with the applicant.	If applicant is not subject of/to litigation, retain 3 years after year of last active license/disapproval then destroy. If applicant is subject of/to litigation at time of scheduled destruction retain until no longer needed, then destroy.
2904-3	<u>PRIVATE DETECTIVE AGENCY VOIDED, EXPIRED OR TERMINATED IDENTIFICATION CARDS AND WALL LICENSES</u> Contains identification cards and wall licenses that are expired, voided or terminated by the Licensing Division.	Destroy immediately upon receipt.

Department of General Services
Records Management Division
RECORDS RETENTION and DISPOSAL SCHEDULE
(Continuation Sheet)

Schedule No. 971-29-3

Page 4 of 11

Item No.	Description	Retention
2904-4	<p><u>PRIVATE DETECTIVE ADMINISTRATIVE INVESTIGATION AND AUDIT FILE</u> Contains closed and suspended investigative files capturing complaints and audits related to licensed and unlicensed private detective agency and individual violations.</p>	If applicant is not subject of/to litigation, retain 20 years after year of last active license/disapproval then destroy. If applicant is subject of/to litigation at time of scheduled destruction retain until no longer needed, then destroy.
2904-5	<p><u>PRIVATE DETECTIVE AGENCY/APPLICANT CARD FILE</u> Contains index cards used to alphabetically cross reference the private detective license</p>	If applicant is not subject of/to litigation, retain three (3) years after year of last active license/disapproval then destroy. If applicant is subject of/to litigation at time of scheduled destruction retain until no longer needed, then destroy.
2905-1	<p><u>SECURITY GUARD AGENCY LICENSE APPLICATION, INFORMATION, AND BACKGROUND DATABASE</u> Electronic file that contains a Security Guard's basic demographical data, informational notes and limited background history.</p>	Screen annually and destroy files and information that have become obsolete, are superseded, or have lost administrative value. All remaining material will be retained as an electronic file for 5 years after year of last active license/disapproval, then delete/destroy.
2905-2	<p><u>SECURITY GUARD AGENCY LICENSE APPLICATIONS</u> Contains the paper application, sales tax account, tax clearance document, supporting documentation, article of incorporation, renewals applications, investigative reports, attachments, badge and uniform reviews and approvals, correspondence, replacement and modification requests, termination of license notification and any other document associated with the applicant.</p>	If applicant is not subject of/to litigation, retain 3 years after year of last active license/disapproval then destroy. If applicant is subject of/to litigation at time of scheduled destruction retain until no longer needed, then destroy.
2905-3	<p><u>SECURITY GUARD AGENCY VOIDED, EXPIRED OR TERMINATED IDENTIFICATION CARDS AND WALL LICENSES</u> Contains identification cards and wall licenses that are expired, voided or terminated by the Licensing Division.</p>	Destroy immediately upon receipt.
2905-4	<p><u>SECURITY GUARD ADMINISTRATIVE INVESTIGATION AND AUDIT FILE</u> Contains closed and suspended investigative files capturing complaints and audits related to licensed and unlicensed security guard agency and individual violation.</p>	If applicant is not subject of/to litigation, retain 20 years after year of last active license/disapproval then destroy. If applicant is subject of/to litigation at time of scheduled destruction retain until no longer needed, then destroy.
2905-5	<p><u>SECURITY GUARD LICENSE APPLICATION, INFORMATION, AND BACKGROUND DATABASE</u> Electronic file that contains a Security Guard's basic demographical data, informational notes and limited background history.</p>	Screen annually and destroy files and information that have become obsolete, are superseded, or have lost administrative value. All remaining material will be retained as an electronic file for 5 years after year of last active license/disapproval, then delete/destroy.

Department of General Services
Records Management Division
RECORDS RETENTION and DISPOSAL SCHEDULE
(Continuation Sheet)

Schedule No. 971-29-3

Page 5 of 11

Item No.	Description	Retention
2905-6	<u>SECURITY GUARD LICENSE APPLICATIONS</u> Contains the paper application, supporting documentation, article of incorporation, renewals applications, investigative reports, attachments, badge and uniform reviews and approvals, correspondence, replacement and modification requests, termination of license notification and any other document associated with the applicant.	If applicant is not subject of/to litigation, retain 3 years after year of last active license/disapproval then destroy. If applicant is subject of/to litigation at time of scheduled destruction retain until no longer needed, then destroy.
2905-7	<u>SECURITY GUARD VOIDED, EXPIRED OR TERMINATED CLEARANCE CARDS</u> Contains identification cards that are expired, voided, terminated or otherwise held by the Licensing Division.	Destroy immediately upon expiration.
2905-8	<u>SECURITY GUARD NOTIFICATION OF TERMINATION AND NOTIFICATION OF EMPLOYMENT CARDS</u> Contains cards supplied to the Licensing Division by employing agencies providing notification of the employment and termination of individual Security Guards.	If applicant is not subject of/to litigation, retain 6 months after year of last active license/disapproval then destroy. If applicant is subject of/to litigation at time of scheduled destruction retain until no longer needed, then destroy.
2905-9	<u>SECURITY GUARD LICENSE APPLICATION, INFORMATION, AND BACKGROUND DATABASE</u> Electronic file that contains a Security Guard's basic demographical data, informational notes and limited background history.	Screen annually and destroy files and information that have become obsolete, are superseded, or have lost administrative value. All remaining material will be retained as an electronic file for 5 years after year of last active license/disapproval, then delete/destroy.
2905-10	<u>SECURITY GUARD APPLICANT CARD FILE</u> Contains index cards used to file alphabetically cross referenced Security Guard applicant files up to 1989 when this data began to be captured electronically.	If applicant is not subject of/to litigation, retain 3 years after year of last active license/disapproval then destroy. If applicant is subject of/to litigation at time of scheduled destruction retain until no longer needed, then destroy.
2906-1	<u>K-9 APPLICATION DATABASE</u> Electronic file that contains the Canine and Handler's basic data, department information, notes and limited background history.	Screen annually and destroy files and information that have become obsolete, are superseded, or have lost administrative value. All remaining material will be retained as an electronic file for 15 years after year of last active license/disapproval, then delete/destroy.
2906-2	<u>K-9 REGISTRATION APPLICATION</u> Contains the paper application, supporting documentation, renewal and modification applications, investigative reports, attachments, correspondence, replacement requests, termination notification, any other document associated with the applicant.	If applicant is not subject of/to litigation, retain 15 years after year of last active registration/disapproval then destroy. If applicant is subject of/to litigation at time of scheduled destruction retain until no longer needed, then destroy.
2906-3	<u>K-9 VOIDED, EXPIRED OR TERMINATED IDENTIFICATION CARDS AND TAGS</u> Contains identification cards and tags that are expired, voided, terminated or otherwise held by the Licensing Division.	Destroy immediately upon receipt.

Department of General Services
Records Management Division
RECORDS RETENTION and DISPOSAL SCHEDULE
(Continuation Sheet)

Schedule No. 971-29-3

Page 6 of 11

Item No.	Description	Retention
2907-1	<u>OUTDOOR MUSIC FESTIVAL DATABASE</u> Electronic file that contains the basic data, investigative information, notes, assigned tracking number and limited background history.	Screen annually and destroy files and information that have become obsolete, are superseded, or have lost administrative value. All remaining material will be retained as an electronic file for 1 years after year of last active license/disapproval, then delete/destroy.
2907-2	<u>OUTDOOR MUSIC FESTIVAL PERMIT FILE</u> Contains the paper application, supporting documentation modification documents, investigative reports, attachments, correspondence, replacement requests, termination notification, any other document associated with the application.	If applicant is not subject of/to litigation, retain 3 years after year of last active permit/disapproval then destroy, If applicant is subject of/to litigation at time of scheduled destruction retain until no longer needed, then destroy.
2908-1	<u>ELECTRONIC SURVEILLANCE EQUIPMENT DATABASE</u> Electronic file that contains the basic data, department information, notes, assigned tracking number and limited background history for Electronic Surveillance Equipment used by Law Enforcement.	Screen annually and destroy files and information that have become obsolete, are superseded, or have lost administrative value. All remaining material will be retained as an electronic file for 50 years after year of last active registration/disapproval, then delete/destroy.
2908-2	<u>ELECTRONIC SURVEILLANCE EQUIPMENT APPLICATION</u> Contains the paper application, supporting documentation modification documents, investigative reports, attachments, correspondence, replacement requests, termination notification, any other document associated with the application.	If item is not subject of/to litigation, retain 50 years after year of last active registration/disapproval then destroy. If applicant is subject of/to litigation at time of scheduled destruction retain until no longer needed, then destroy
2909-1	<u>VESSEL GAMING PERMITS FILE</u> Contains the paper application, supporting documentation. modification documents, investigative reports, attachments, correspondence, replacement requests, termination notification, any other document associated with the application	If applicant is not subject of/to litigation, retain 1 year after year of last active permit/disapproval then destroy. If applicant is subject of/to litigation at time of scheduled destruction retain until no longer needed, then destroy.
2910-1	<u>SLOT MACHINES — FEDERAL REGISTRATION</u> Contains copies of letters and other correspondence issued by the Justice Department approving distribution of slot machines by an identified vendor/manufacturer/supplier.	Retain 1 anniversary year after year of expiration, then destroy.
2911-1	<u>BALLISTIC BODY ARMOR FILE</u> Contains the paper application, supporting documentation modification documents, investigative reports, attachments, correspondence, replacement requests, termination notification, any other document associated with the application:	If applicant is not subject of/to litigation, retain 3 years after year of last active license/disapproval then destroy. If applicant is subject of/to litigation at time of scheduled destruction retain until no longer needed, then destroy

Department of General Services
Records Management Division
RECORDS RETENTION and DISPOSAL SCHEDULE
(Continuation Sheet)

Schedule No. 971-29-3

Page 7 of 11

Item No.	Description	Retention
2912-1	<p><u>STATE OF MARYLAND QUALIFIED RETIRED LAW ENFORCEMENT OFFICER CERTIFICATION TO CARRY A CONCEALED FIREARM APPLICATION, INFORMATION, AND BACKGROUND DATABASE</u> Electronic file that contains a Law Enforcement Officers Safety Act (LEOSA) applicant's basic demographical data, informational notes and limited background history.</p>	Screen annually and destroy files and information that have become obsolete, are superseded, or have lost administrative value. All remaining material will be retained as an electronic file for 15 years after year of last active license/disapproval, then delete/destroy.
2912-2	<p><u>STATE OF MARYLAND QUALIFIED RETIRED LAW ENFORCEMENT OFFICER CERTIFICATION TO CARRY A CONCEALED FIREARM APPLICATIONS</u> Contains the paper application, supporting documentation, authorization for release, employment certification, copy of drivers license and agency photographic identification, firearms qualification, statute, renewals applications, investigative reports, attachments, correspondence, replacement and modification requests, termination notification and any other document associated with the applicant.</p>	If applicant is not subject of/to litigation, retain 3 years after year of last active certification/disapproval then destroy. If applicant is subject of/to litigation at time of scheduled destruction retain until no longer needed, then destroy.
2912-3	<p><u>STATE OF MARYLAND QUALIFIED RETIRED LAW ENFORCEMENT OFFICER CERTIFICATION TO CARRY A CONCEALED FIREARM VOIDED, EXPIRED OR TERMINATED COMMISSION CARDS</u> Contains identification cards that are expired, voided or terminated by the Licensing Division.</p>	Destroy immediately upon receipt.
2913-1	<p><u>FIREARMS INCIDENT TO ARREST, STOP & FRISK FILE</u> Copy of Firearms Incident to Arrest, Stop & Frisk Information (Form MSP 97A).</p>	Retain 1 anniversary year after month of submission, then destroy.
2914-1	<p><u>HANDGUN PERMIT APPLICATION, INFORMATION, AND BACKGROUND DATABASE</u> Electronic file that contains a Handgun Permit applicant's basic demographical. data, informational notes and limited background history to include renewal information.</p>	Screen annually and destroy files and information that have become obsolete, are superseded, or have lost administrative value. All remaining material will be retained as an electronic file for 20 years after year of last active license/disapproval, then delete/destroy.
2914-2	<p><u>HANDGUN PERMIT APPLICANT INFORMATION STATEWIDE DATABASE</u> Statewide electronic file entitled the Maryland Automated Firearms Services System (MAFSS) that contains a Handgun Permit applicant's basic demographical data and permit status maintained by the Maryland Department of Public Safety and Correctional Services.</p>	Maintained by Maryland Department of Public Safety and Correctional Services and subject to that Departments ' schedule.
2914-3	<p><u>HANDGUN PERMIT APPLICATION, INFORMATION, AND BACKGROUND MICROFICHE AND MICROFILM FILE</u> Microfilm and microfiche containing images of the paper application, supporting documentation, authorization for release, employment certification, copy of drivers license and agency photographic identification, firearms qualification, statute, renewals applications, investigative reports, attachments, correspondence, replacement and modification requests, termination notification and any other document associated with or that may have submitted by the applicant. Limited years.</p>	Screen annually and destroy files and information that have become obsolete, are superseded, or have lost administrative value. All remaining material will be retained as an electronic file or on microfiche/microfilm for 15 years after year of last active permit/disapproval, then delete/destroy.

Department of General Services
Records Management Division
RECORDS RETENTION and DISPOSAL SCHEDULE
(Continuation Sheet)

Schedule No. 971-29-3

Page 8 of 11

Item No.	Description	Retention
2914-4	<p><u>HANDGUN PERMIT APPLICATION FILE</u> Contains paper application, supporting documentation, authorization for release, employment certification, copy of drivers license and agency photographic identification, firearms qualification, statute, renewals applications, investigative reports, attachments, correspondence, replacement and modification requests, termination notification and any other document associated with or that may have submitted by the applicant. Limited years. Filed by permit number.</p>	<p>If applicant is not subject of/to litigation, retain 20 years after year of last active permit/disapproval then destroy. If applicant is subject of/to litigation at time of scheduled destruction retain until no longer needed, then destroy</p>
2914-5	<p><u>VOIDED/EXPIRED HANDGUN PERMIT CARDS</u> Contains handgun permit cards voided by the Licensing Division or expired procedurally.</p>	<p>Destroy immediately upon receipt.</p>
2914-6	<p><u>REVOKED HANDGUN PERMIT CARDS</u> Contains handgun permit cards revoked by the Licensing Division.</p>	<p>Destroy upon expiration.</p>
2914-7	<p><u>HANDGUN PERMIT REVIEW BOARD LOG</u> Contains a listing of Handgun Permit Review Board (HPRB) appeals by plaintiffs name and includes the HPRB's written decision. File used as a general guide for subsequent handgun permit applications having similar circumstances.</p>	<p>If applicant is not subject of/to litigation, retain 5 years after year of hearing then destroy. If applicant is subject of/to litigation at time of scheduled destruction retain until no longer needed, then destroy.</p>
2914-8	<p><u>HANDGUN PERMIT REVIEW BOARD CORRESPONDENCE FILE</u> Contains correspondence received from the Handgun Permit Review Board to schedule appeal hearings.</p>	<p>If applicant is not subject of/to litigation, retain 20 years after year of last active permit/disapproval then destroy. If applicant is subject of/to litigation at time of scheduled destruction retain until no longer needed, then destroy.</p>
2914-9	<p><u>HANDGUN PERMIT FILE (PENDING)</u> Contains pending investigations of applicants for permits to wear or carry a handgun.</p>	<p>Maintained until status determined and then transfer to 2914-4.</p>
2914-10	<p><u>HANDGUN PERMIT APPLICANT CARD FILE</u> Contains index cards used to file alphabetically cross reference the Handgun Permit applicant files up to 1989 when this data began to be captured electronically.</p>	<p>Retain Handgun Permit Applicant Cards 3 anniversary years after year of initial application, then destroy. If applicant is subject of/to litigation, retain until no longer needed, then destroy.</p>
2914-11	<p><u>QUALIFIED HANDGUN INSTRUCTOR APPLICATION, INFORMATION, AND BACKGROUND DATABASE</u> Electronic file that contains a Qualified Handgun Instructor applicant's basic demographical data, informational notes and limited background history to include renewal information.</p>	<p>Renewal on an annual basis. Retained by Licensing Division for 1 year after expired, then destroy.</p>

Department of General Services
Records Management Division
RECORDS RETENTION and DISPOSAL SCHEDULE
(Continuation Sheet)

Schedule No. 971-29-3

Page 9 of 11

Item No.	Description	Retention
2915-1	<u>QUALIFIED HANDGUN INSTRUCTOR APPLICATION FILE</u> Contains paper application, supporting documentation, authorization for release, employment certification, copy of drivers license and agency photographic identification, firearms qualification, statute, renewals applications, investigative reports, attachments, correspondence, replacement and modification requests, termination notification and any other document associated with or that may have submitted by the applicant. Limited years. Filed by permit number.	Screen annually and destroy files and information that have become obsolete, are superseded, or have lost administrative value. All remaining material will be retained as an electronic file for 20 years after year of last active license/disapproval, then delete/destroy.
2915-2	<u>REVOKED/VOIDED/EXPIRED QUALIFIED HANDGUN INSTRUCTOR CARDS</u> Contains Qualified Handgun Instructor cards voided or revoked by the Licensing Division or expired procedurally:	Destroy immediately upon receipt.
2916-1	<u>REGULATED FIREARM DEALER APPLICATION, INFORMATION, AND BACKGROUND 'DATABASE</u> Electronic file that contains a Regulated Firearm Dealer applicant's basic demographical data, informational notes and limited background history to include renewal information.	If applicant is not subject of/to litigation, retain 20 years after year of last active license/disapproval then destroy. If applicant is subject of/to litigation at time of scheduled destruction retain until no longer needed, then destroy.
2916-2	<u>REGULATED FIREARM DEALER APPLICATION FILE</u> Contains paper application, supporting documentation, authorization for release, employment certification, copy of drivers license and agency photographic identification, firearms qualification, statute, renewals applications, investigative reports, attachments, correspondence, replacement and modification . requests, termination notification and any other document associated with or that may have submitted by the applicant. Limited years or has accumulated as a result of investigations, audits or other activities. Filed by license number.	Screen annually and destroy files and information that have become obsolete, are superseded, or have lost administrative value. All remaining material will be retained as an electronic file for 5 years after year of last active commission then delete/destroy.
2916-3	<u>REGULATED FIREARM DEALER'S APPLICATION LEDGER</u> Contains listings of pistol and revolver dealer's original and renewal applications. Used to control issuance of license numbers and licensing fees.	Screen annually and destroy files and information that have become obsolete, are superseded, or have lost administrative value. All remaining material will be retained as an electronic file for 3 years after year of last active license, then delete/destroy.
2916-4	<u>VOIDED PISTOL & REVOLVER DEALERS LICENSE FILE</u> Contains licenses voided by Licensing division. Filed by license number.	Screen annually and destroy files and information that have become obsolete, are superseded, or have lost administrative value. All remaining material will be retained as an electronic file for 5 years after year of last active commission, then delete/destroy.
29-16-5	<u>REGULATED FIREARMS PURCHASE & TRANSFER APPLICATIONS (DISAPPROVED)</u> Contains paper applications to purchase or transfer a pistol or revolver (MSP Forms 77 and 77R) that have been disapproved. Disapproved applications, with accompanied investigations records, retained in Firearms License Section for 1 year then destroyed. Disapproved date entered into Maryland Automated Firearms Service System (MAFSS).	Screen annually and destroy files and information that have become obsolete, are superseded, or have lost administrative value. All remaining material will be retained as an electronic file for 5 years after year of last active commission, then delete/destroy.

Department of General Services
Records Management Division
RECORDS RETENTION and DISPOSAL SCHEDULE
(Continuation Sheet)

Schedule No. 971-29-3

Page 10 of 11

Item No.	Description	Retention
2916-6	<p><u>APPLICATION TO PURCHASE A REGULATED FIREARM — FALSE APPLICATION PROSECUTION FILE</u> Includes paper applications to purchase regulated firearms (forms MSP 77 & 77R) and includes all investigative documents and reports (copies of Criminal Incident Reports) required for false application/perjury charges.</p>	Retain as a permanent record pursuant to statute and transfer to State Archives after 50 years.
2916-7	<p><u>GUN FILES MASTER NAME INDEX</u> File consists of alphabetically arranged index cards which contain identifying data on all subjects who have registered guns in the State of Maryland. Cards also show descriptive data on the subject to whom the handgun is registered.</p>	No Longer Active. Retain as a permanent record pursuant to statute and transfer to State Archives after 50 years.
2916-8	<p><u>GUN FILES MASTER SERIAL INDEX</u> Consists of numerically filed cards which contain identifying data on all registered handguns in the State of Maryland. Cards also show descriptive data. Cross-reference the individual Master Name Index.</p>	Prior to the 1985 implementation of the Maryland Automated Firearms Services System (MAFSS). No longer active. Retain as a permanent record pursuant to statute and transfer to State Archives after 50 years
2916-9	<p><u>MACHINE GUN REGISTRATION APPLICATION</u> Application or purchase or transfer ownership of a machine gun. The paper application consists of current year registration. Data entered into an electronic file.</p>	If applicant is not subject of/to litigation, retain one (1) year after year of last active licensing/disapproval then destroy. If applicant is subject of/to litigation at time of scheduled destruction retain until no longer needed, then destroy
2916-10	<p><u>MACHINE GUN REGISTRATION ELECTRONIC DATA BASE</u> Data entered into Maryland Automated Firearms Service System (MAFSS) that is maintained by the Department of Public Safety & Correctional Services, Criminal Justice Information System.</p>	Data maintained electronically in the Maryland Automated Firearms Service System (MAFSS) as a perpetual file.
2916-11	<p><u>BUREAU OF ALCOHOL, TOBACCO, AND FIREARMS FILE (PENDING)</u> Contains applications for transfer and registration of machine guns, short barrel shotguns, short barrel rifles, and destructive devices. Applications submitted for law enforcement certification.</p>	Applications kept on file until completion of fingerprint check and law enforcement certification of applicant; then returned to applicant.
2916-12	<p><u>OFF-DUTY, PRIMARY AND SECONDARY WEAPONS FILE (APPROVED)</u> Contains applications to purchase or transfer a pistol or revolver (MSP Form 77R) that have been approved for use by members of the agency. File maintained alphabetically by name.</p>	Retain as file as long as individual is a member of the Agency; then purge file. Information will not be entered into MAFSS unless requested by the registrant, in writing, when forms are submitted to the Licensing Division.
2916-13	<p><u>COLLECTOR APPLICATION</u> Contains original Application to become a Designated Collector of Regulated Firearms.</p>	If applicant is not subject of/to litigation, retain 3 years after year of application/disapproval then destroy. If applicant is subject of/to litigation at time of scheduled destruction retain until no longer needed, then destroy.

Department of General Services
Records Management Division
RECORDS RETENTION and DISPOSAL SCHEDULE
(Continuation Sheet)

Schedule No. 971-29-3

Page 11 of 11

Item No.	Description	Retention
2916-14	<u>COLLECTORS APPLICATION LEDGER</u> Excel Spreadsheet used to record information pertaining to qualifying as a collector of Regulated Firearms.	If applicant is not subject of/to litigation, retain three 3 years after year of last active license/disapproval then destroy. If applicant is subject of/to litigation at time of scheduled destruction retain until no longer needed, then destroy.
2916-15	<u>DISAPPROVAL LEDGER</u> Excel Spreadsheet used to record information pertaining to Disapproved Applications and Affidavits for the Purchase of Regulated Firearms	Retain as a permanent record and transfer to State Archives after 50 years.
2916-16	<u>DBASE FINANCIAL RECORD DATABASE</u> Contains records of financial transactions involving the billing and payment for the processing of Applications and Affidavits for the Purchase of Regulated Firearms.	Retain as file as long as database and information is useful; then purge file.
29-17-1	<u>INVESTIGATION ASSIGNMENT LEDGER</u> Contains information concerning background investigations that have been assigned to internal and external investigators for completion.	If applicant is not subject of/to litigation, retain 5 years after year of completion/disapproval then destroy. If applicant is subject of/to litigation at time of scheduled destruction retain until no longer needed, then destroy.
2918-1	<u>EXCEL SPREADSHEETS</u> The Division utilizes Microsoft Excel to track and record objectives and to log certain functions of the Division. These logs are not exclusive and are generated based on some aspect identified above. Spreadsheets not mentioned above are temporary and not used for official reporting.	Screen annually and destroy files and information that have become obsolete, are superseded, or have lost administrative value. All remaining material will be retained as an electronic file for 5 years after year of last active entry, then delete/destroy.