

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

Schedule No.
971-30-5

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Agency	Division/Unit	
Maryland State Police	Central Records Division	
Item No.	Description	Retention
30-00	<p>This Schedule supersedes schedule 971-30-4 in its entirety.</p> <p><u>MOTOR VEHICLE CITATION (SUMMONS) FILE</u> Contains the tally sheet which lists all citations issued to motorists for traffic violations occurring on Maryland highways by the Maryland State Police. It also contains those administratively voided citations. The tally sheets, citations and any supporting documents are the record copy.</p>	<p>Retain the record copy 3 years, and then destroy.</p>
30-01	<p><u>MOTOR VEHICLE MOTOR VEHICLE ACCIDENT FILE</u> The original of all motor vehicle accident reports prepared by the Maryland State Police and all Maryland law enforcement agencies are submitted to the Maryland State Police (MSP) Central Records Division where they are scanned (and in some cases microfilmed, if accident occurred prior to 2009) and computerized. The original report is destroyed 60 days after scanning or microfilmed and the scanned image or microfilm copy becomes the record copy. The Motor Vehicle Accident Report File, also contains all MSP Detailed Crash Investigation Reports (DCIR) and Commercial Vehicle Enforcement Division (CVED) Reports prepared by the Maryland State Police</p>	<p>For all fatal motor vehicle accident reports, Detailed Crash Investigation Reports, and all fatal related Commercial Vehicle Enforcement Division Reports: Retain at the MSP Central Records Division for 5 years and an additional 25 years at the State Record Center, then destroy. Retain electronic file for 30 years after the year of last active commission and then destroy. Retain the microfilm for 30 years after the year of last active commission and then destroy. Retain the microfilm copy for 5 years after the year of last active commission, and then destroy.</p> <p>Retain all other accident files: Retain paper for 60 days after it has been scanned or microfilmed and the image has been confirmed, and then destroy. Retain the image or microfilm for 5 years after year of last commission and administrative value is lost, and then destroy.</p>
30-02	<p><u>MOTOR VEHICLE ACCIDENT NEGATIVE FILE</u> Contains photographic negatives of motor vehicle accidents investigated by Maryland State Police troopers only, occurring on Maryland highways which are used to support the motor vehicle accident investigation.</p>	<p>Retain all fatal motor vehicle accident photographic negatives for 5 years at the Maryland State Police Central Records Division, then forward to the State Records Center for an additional 25 years, then destroy. All others retain 5 years, then destroy.</p>

<p>Approved by Department, Agency, Division or Unit Representative</p> <p>Date: <u>November 29, 2012</u></p> <p>Signature: </p> <p>Type Name: <u>Thomas L. Vondersmith</u></p> <p>Title: <u>Department Records Retention & Disposal Schedule Manager</u></p>	<p>Schedule Authorized by State Archivist</p> <p>Date: <u>1-18-13</u></p> <p>Signature: </p>
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Item No.	Description	Retention
30-03	<p><u>MOTOR VEHICLE ACCIDENT PRINTOUT FILE</u> Consists of various computer printouts which show the total number of motor vehicle accidents occurring on Maryland highways and enforcement data by type of violation and highway, time of day, and day of week, with accompanying comparative and statistical data. These printouts are generated from information collected from the motor vehicle accident reports and the Uniform Complaint & Citations (issued by Maryland State Police). These printouts are produced monthly, quarterly and annually.</p>	<p>Retain monthly reports until the respective annual report is published, then destroy.</p> <p>Retain quarterly reports until annuals are published, then destroy.</p> <p>Retain annual reports for 5 years, then destroy.</p>
30-04	<p><u>UNIFORM CRIME REPORT CORRESPONDENCE FILE</u> Contains reports and correspondence from various Maryland police agencies, including the Maryland State Police, which documents activities associated with the preparation of the Maryland Uniform Crime Reports in accordance with the Maryland Uniform Crime Reporting Program.</p>	<p>Review annually and destroy material that is of no administrative value.</p>
30-05	<p><u>UNIFORM CRIME REPORTS (UCR) FILE</u> Contains copies of the Uniform Crime Reports arranged by county and by law enforcement agencies which are forwarded to the Federal Bureau of Investigation (FBI) Criminal Justice Information System Division for inclusion in the National Uniform Crime Report, and used to compile the Maryland Uniform Crime Report. Files include the following reports:</p> <p>30-05-1 Monthly return of offenses known to police 30-05-2 Supplementary report of offenses 30-05-3 Supplementary homicide report 30-05-4 Supplementary manslaughter report 30-05-5 Law enforcement offices killed or assaulted 30-05-6 Age, sex & race of persons arrested under 18 years of age 30-05-7 Age, sex & race of persons arrested over 18 years of age 30-05-8 Racial, religious and ethnic incident reports 30-05-9 Domestic Violence reports 30-05-10 Arson reports 30-05-11 Annual law enforcement employee data forms 30-05-12 Municipality reports 30-05-13 Motor vehicle robbery report</p>	<p>Retain 30-05-3 and 30-05-8 at the Maryland State Police (MSP) Central Records Division for 30 years, then destroy.</p> <p>Retain remaining reports at the MSP Central Records Division for current year and one additional year, then destroy.</p>
30-06	<p><u>UNIFORM CRIME REPORTS PRINTOUT FILE</u> Contains computer printouts of annual Uniform Crime Reports used to compile the annual Maryland Uniform Crime Report publication, <u>Crime in Maryland</u>.</p>	<p>Screen annually and destroy records that are obsolete, suspended, or have no administrative value.</p>
30-07	<p><u>CRIME IN MARYLAND BOOK FILE</u> Contains annual publications of <u>Crime in Maryland</u> editions.</p>	<p>Permanent. Annually, transfer one copy of <u>Crime in Maryland</u> to the State Archives for permanent retention.</p>

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Item No.	Description	Retention
30-08	<u>CRIMINAL INVESTIGATION REPORTS FILE (OPEN & CLOSED)</u> Contains all criminal investigation reports received from Maryland State Police (MSP) installations with applicable supplementary reports attached. Record copy maintained at local MSP Installations.	Retain Uniform Crime Report copy for 12 months, then destroy.
30-09	<u>DOMESTIC VIOLENCE INVESTIGATION REPORT FILE</u> Contains all police reports that are domestic violence related, received from Maryland State Police (MSP) installations and all other Maryland law enforcement agencies with applicable supplementary reports attached. Record copy maintained at local police installations, including MSP.	Retain at the Maryland State Police Central Records Division for one year plus the current year, then destroy.