

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

Schedule No. 971-98

Page 1 of 2

Agency  
Department of the State Police

Division/Unit  
Applications Management Section (METERS/NCIC)

Item No.	Description	Retention
98-A-1	<p>Schedule 971-98 is a new schedule that supersedes parts of schedule 971-32-3 as follows: 98-A-1 was 3206; 98-A-2 was 3209; 98-A-3 was 3211; 98-A-4 was 3210; 98-A-6 was 3207; 98-A-7 was 3208; 98-B-1 was 3224; 98-C-1 was 3201. Form DGS 550-1 was filed for these items under 971-32-1.</p> <p><u>NATIONAL CRIME INFORMATION CENTER (NCIC) AGENCY FILE</u> Contains: A. Audit Reports B. Confirmation Reports C. Management Agreements D. Telecommunications Agreement and Training Violation E. Terminal Agency Coordinator (TAC) and Agency Head Changes (Changes are provided by agency heads of criminal justice agencies.)</p>	<p>A. Retain 3 years, then destroy. B. Retain until next audit, then destroy. C. Retain until renewed, then destroy. D. Retain 2 years from date of violation, then destroy. E. Continuous record maintained electronically and updated upon proper notification.</p>
98-A-2	<p><u>NCIC ORI FILE</u> Requests for Originating Agency Identifier (ORI) including Mobile and Computer Automated Dispatching (CAD) ORI's, supporting documentation and correspondence with Federal Bureau of Investigation (FBI) and Department of Public Safety Data Center.</p>	<p>Screen annually and destroy when no longer needed.</p>
98-A-3	<p><u>NCIC TRAINING FILE</u> Lesson Plans for NCIC Certification; NCIC Recertification; Special NCIC Police Training; NCIC Train the Trainer Program; Training videos and video logs</p>	<p>Retain 2 years from the date of training, then destroy.</p>
98-A-4	<p><u>OFF- LINE SEARCHES</u> Computer Print-outs of information requested in connection with Criminal and Internal investigations</p>	<p>Retain 3 years from date of request, then destroy.</p>
98-A-5	<p><u>WATCHDOG REQUESTS</u> Computer Print-outs of information requested in connection with Criminal and Internal investigations</p>	<p>Retain 3 years from date of request, then destroy.</p>

Approved by Department, Agency, Division or Unit Representative

Date: June 14, 2013

Signature:

Type Name: Thomas L. Vondersmith, Jr.

Title: Department Records Retention & Disposal Schedule Manager

Schedule Authorized by State Archivist

Date:

7-8-13

Signature:

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

Schedule No. 971-98

Page 2 of 2

Item No.	Description	Retention
98-A-6	<p><u>NCIC GENERAL CORRESPONDENCE</u></p> <p>NCIC – National Crime Information Center – Related Non-Agency or legal issues.</p> <p>Nlets - National Law Enforcement Telecommunications System – Related Non-Agency or Legal Issues.</p> <p>METERS – Maryland Electronic Telecommunications and Enforcement Resource System – Related Non-Agency or Legal Issues.</p>	<p>Retain 3 years, then destroy.</p> <p>Retain 3 years, then destroy.</p> <p>Retain 3 years, then destroy.</p>
98-A-7	<p><u>NCIC LEGAL CORRESPONDENCE</u></p> <p>Contains legal opinions and directives pertaining to administration and operation of NCIC, Nlets, and METERS</p>	<p>Retain for 20 years and review to identify documents no longer pertinent, then destroy. Records retained over 20 years will be reviewed annually and if not pertinent destroyed.</p>
98-A-8	<p><u>NEWSLETTERS</u></p> <p>The NCIC newsletter informs the end-user-community of system and policy changes and establishes policy for the users</p>	<p>Retain for 20 years and review to identify documents no longer pertinent, then destroy. Records retained over 20 years will be reviewed annually and if not pertinent destroyed.</p>
98-B-1	<p><u>RADIOACTIVE FUEL AND WASTE SHIPMENTS</u></p> <p>Shipping notifications, Quarterly reports to the Maryland Department of Environment, Teletype Notifications, and reference material relating to Radioactive fuel waste and shipments</p>	<p>Retain 3 years, then destroy.</p>
98-B-2	<p><u>FATAL ACCIDENT LOG</u></p> <p>Log of Fatal Accidents and the Administrative Messages identifying the person(s) killed and/or seriously injured in the crashes and the subsequent assigning of a Motor Vehicle Death Number(s) for the deceased.</p>	<p>Retain one year, then destroy.</p>
98-C-1	<p><u>METERS MESSAGE FILES</u></p> <p>Copies of all incoming and outgoing action messages processed through the Headquarters Terminals and copies of all messages transmitted out-of-state by all terminals on the system. Record copies of outgoing messages will be maintained by the originator. Record copies of incoming messages will be maintained by the office of interest</p>	<p>Retain one year, then destroy.</p>

<p>Instructions –Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)</p>	<p>DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 410-799-1930</p>	<p><b>AGENCY RECORDS INVENTORY</b></p> <p>PAGE <u>1</u> OF <u>11</u></p>
<p>1. Department/Agency Department of State Police</p>	<p>2. Division Police Communications Support Division</p>	<p>3. Unit</p>
<p><b>DEFINITION - RECORD SERIES: A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.</b></p>		
<p>4. Record Series Title <b>98-A-1 NATIONAL CRIME INFORMATION CENTER (NCIC) AGENCY FILE</b></p>		<p>5. Earliest Year/Latest Year _2006_ to _2013_</p>
<p>6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) <b>Contains:</b>  A. Audit Reports – 45 File Drawers  B. Confirmation Reports – 2 Drawers  C. Management Agreements – included in the Audit Reports  D. Telecommunications Agreement and Training Violation – 1 Drawer  E. TAC and Agency Head Changes – included in the Audit Reports</p>		
<p>7. Record Series Format(s) List all</p> <p><input checked="" type="checkbox"/> Letter Size      <input type="checkbox"/> Microfilm</p> <p><input type="checkbox"/> Legal Size      <input type="checkbox"/> Computer Tape</p> <p><input type="checkbox"/> Audio Tape      <input type="checkbox"/> Floppy Disk</p> <p><input type="checkbox"/> Bound Book      <input type="checkbox"/> Video Tape</p> <p><input type="checkbox"/> Other (specify) _____</p>	<p>8. Record Series Sequence</p> <p><input type="checkbox"/> Alphabetical</p> <p><input type="checkbox"/> Numerical</p> <p><input type="checkbox"/> Chronological</p> <p><input checked="" type="checkbox"/> Geographical</p> <p><input type="checkbox"/> Other (specify) _____</p>	<p>9. Volume</p> <p><input checked="" type="checkbox"/> File Drawer(s)</p> <p><input type="checkbox"/> Microfilm Reel(s)</p> <p><input type="checkbox"/> Computer Tape(s)</p> <p><input type="checkbox"/> Other (specify) _____</p> <p>48 _____</p> <p>Number</p> <hr/> <p>10. Annual Accumulation</p> <p><input type="checkbox"/> File Drawer(s)</p> <p><input type="checkbox"/> Microfilm Reel(s)</p> <p><input type="checkbox"/> Computer Tape(s)</p> <p><input type="checkbox"/> Other (specify) _____</p> <p>0 _____</p> <p>Number</p>
<p>11. File is Used</p> <p><input checked="" type="checkbox"/> Daily      <input type="checkbox"/> Weekly      <input type="checkbox"/> Monthly      <input type="checkbox"/> Annually</p>		<p>12. File Becomes Inactive After</p> <p><u>N/A</u>      <input type="checkbox"/> Month(s)      <input type="checkbox"/> Year(s)</p> <p>Number</p>
<p>13. Current Location(s) (Bldg., Floor, Room)</p> <p><b>Building F 2<sup>nd</sup> floor</b></p>		<p>14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)</p> <p><input type="checkbox"/> Yes      <input checked="" type="checkbox"/> No</p>
<p>15. Access Restrictions (If Yes, cite Law(s) &amp; Regulation(s))</p> <p><input checked="" type="checkbox"/> Yes      <input type="checkbox"/> No</p> <p>CJIS Security Policy</p>		<p>16. Audit Requirements</p> <p><input type="checkbox"/> None      <input type="checkbox"/> State      <input checked="" type="checkbox"/> Federal      <input type="checkbox"/> Independent</p>
<p>17. Is an Index System used? If yes, explain briefly and describe requirements</p> <p><input type="checkbox"/> Yes      <input checked="" type="checkbox"/> No</p>		<p>18. Recommended Retention</p> <p>A.Retain 3 years, then destroy.  B.Retain until next audit, then destroy.  C.Retain until renewed, then destroy.  D.Retain 2 years from date of violation, then destroy.  E.Maintained electronically and updated upon proper notification.</p>
<p>19. Name and Title of Preparer</p> <p><b>First Sergeant Thomas McElroy</b></p>	<p>20. Telephone Number</p> <p><b>410-653-4284</b></p>	<p>21. Date</p>

<p>Instructions –Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)</p>	<p>DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 410-799-1930</p>	<p>AGENCY RECORDS INVENTORY</p> <p>PAGE <u>2</u> OF <u>11</u></p>
<p>1. Department/Agency Department of State Police</p>	<p>2. Division Police Communications Support Division</p>	<p>3. Unit</p>
<p>DEFINITION - RECORD SERIES: A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.</p>		
<p>4. Record Series Title <b>98-A-2 NCIC ORI FILE</b></p>	<p>5. Earliest Year/Latest Year <u>1998</u> to <u>2013</u></p>	
<p>6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) Requests for Originating Agency Identifier (ORI) including Mobile and Computer Automated Dispatching (CAD) ORI's, supporting documentation and correspondence with Federal Bureau of Investigation (FBI) and Department of Public Safety Data Center.</p>		
<p>7. Record Series Format(s) List all</p> <p><input checked="" type="checkbox"/> Letter Size      <input type="checkbox"/> Microfilm</p> <p><input type="checkbox"/> Legal Size      <input type="checkbox"/> Computer Tape</p> <p><input type="checkbox"/> Audio Tape      <input type="checkbox"/> Floppy Disk</p> <p><input type="checkbox"/> Bound Book      <input type="checkbox"/> Video Tape</p> <p><input type="checkbox"/> Other (specify) _____</p>	<p>8. Record Series Sequence</p> <p><input type="checkbox"/> Alphabetical</p> <p><input checked="" type="checkbox"/> Numerical</p> <p><input type="checkbox"/> Chronological</p> <p><input type="checkbox"/> Geographical</p> <p><input type="checkbox"/> Other (specify) _____</p>	<p>9. Volume</p> <p><input checked="" type="checkbox"/> File Drawer(s)</p> <p><input type="checkbox"/> Microfilm Reel(s)</p> <p><u>26</u> Number      <input type="checkbox"/> Computer Tape(s)</p> <p><input type="checkbox"/> Other (specify) _____</p> <hr/> <p>10. Annual Accumulation</p> <p><input checked="" type="checkbox"/> File Drawer(s)</p> <p><input type="checkbox"/> Microfilm Reel(s)</p> <p><u>2</u> Number      <input type="checkbox"/> Computer Tape(s)</p> <p><input type="checkbox"/> Other (specify) _____</p>
<p>11. File is Used</p> <p><input checked="" type="checkbox"/> Daily      <input type="checkbox"/> Weekly      <input type="checkbox"/> Monthly      <input type="checkbox"/> Annually</p>	<p>12. File Becomes Inactive After</p> <p><u>N/A</u>      <input type="checkbox"/> Month(s)      <input type="checkbox"/> Year(s)</p> <p>Number</p>	
<p>13. Current Location(s) (Bldg., Floor, Room) Building F 2<sup>nd</sup> floor</p>	<p>14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)</p> <p><input type="checkbox"/> Yes      <input checked="" type="checkbox"/> No</p>	
<p>15. Access Restrictions (If Yes, cite Law(s) &amp; Regulation(s))</p> <p><input type="checkbox"/> Yes      <input checked="" type="checkbox"/> No</p>	<p>16. Audit Requirements</p> <p><input type="checkbox"/> None      <input checked="" type="checkbox"/> State      <input type="checkbox"/> Federal      <input type="checkbox"/> Independent</p>	
<p>17. Is an Index System used? If yes, explain briefly and describe requirements</p> <p><input type="checkbox"/> Yes      <input checked="" type="checkbox"/> No</p>	<p>18. Recommended Retention Retain locally until no longer needed, then destroy.</p>	
<p>19. Name and Title of Preparer First Sergeant Thomas McElroy</p>	<p>20. Telephone Number 410-653-4284</p>	<p>21. Date</p>

Instructions –Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)		DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 410-799-1930		AGENCY RECORDS INVENTORY  PAGE <u>3</u> OF <u>11</u>	
1. Department/Agency Department of State Police		2. Division Police Communications Support Division		3. Unit	
DEFINITION - RECORD SERIES: A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.					
4. Record Series Title <b>98-A-3 NCIC TRAINING FILE</b>				5. Earliest Year/Latest Year _____2010_____ to _____2013_____	
6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) <b>Lesson Plans for NCIC Certification; NCIC Recertification; Special NCIC Police Training; NCIC Train the Trainer Program; Training videos and video logs.</b>					
7. Record Series Format(s) List all  <input checked="" type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm <input type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape <input type="checkbox"/> Audio Tape <input type="checkbox"/> Floppy Disk <input type="checkbox"/> Bound Book <input type="checkbox"/> Video Tape <input type="checkbox"/> Other (specify) _____		8. Record Series Sequence  <input type="checkbox"/> Alphabetical <input type="checkbox"/> Numerical <input checked="" type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (specify) _____		9. Volume <input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <u>4</u> Number <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify) _____	
				10. Annual Accumulation <input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <u>1</u> Number <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify) _____	
11. File is Used <input checked="" type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input type="checkbox"/> Annually			12. File Becomes Inactive After <u>3</u> <input type="checkbox"/> Month(s) <input checked="" type="checkbox"/> Year(s) Number		
13. Current Location(s) (Bldg., Floor, Room) <b>Building F 2<sup>nd</sup> floor</b>			14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No  Electronically on the METERS Switch		
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s) <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No  CJIS Security Policy			16. Audit Requirements <input type="checkbox"/> None <input type="checkbox"/> State <input checked="" type="checkbox"/> Federal <input type="checkbox"/> Independent		
17. Is an Index System used? If yes, explain briefly and describe requirements <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			18. Recommended Retention <b>Retain 3 years from the date of training, then destroy.</b>		
19. Name and Title of Preparer <b>First Sergeant Thomas McElroy</b>		20. Telephone Number <b>410-653-4284</b>		21. Date	

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<p>1. Department/Agency Department of State Police</p>	<p>2. Division Police Communications Support Division</p>	<p>3. Unit</p>
<p>DEFINITION - RECORD SERIES: A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.</p>		
<p>4. Record Series Title <b>98-A-4 OFF-LINE SEARCHES</b></p>	<p>5. Earliest Year/Latest Year ____2010____ to ____2013____</p>	
<p>6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) <b>Computer Print-outs of information requested in connection with Criminal and Internal investigations</b></p>		
<p>7. Record Series Format(s) List all</p> <p><input checked="" type="checkbox"/> Letter Size      <input type="checkbox"/> Microfilm</p> <p><input type="checkbox"/> Legal Size      <input type="checkbox"/> Computer Tape</p> <p><input type="checkbox"/> Audio Tape      <input type="checkbox"/> Floppy Disk</p> <p><input type="checkbox"/> Bound Book      <input type="checkbox"/> Video Tape</p> <p><input type="checkbox"/> Other (specify) _____</p>	<p>8. Record Series Sequence</p> <p><input type="checkbox"/> Alphabetical</p> <p><input checked="" type="checkbox"/> Numerical</p> <p><input type="checkbox"/> Chronological</p> <p><input type="checkbox"/> Geographical</p> <p><input type="checkbox"/> Other (specify) _____</p>	<p>9. Volume</p> <p><input checked="" type="checkbox"/> File Drawer(s)</p> <p><input type="checkbox"/> Microfilm Reel(s)</p> <p><input type="checkbox"/> Computer Tape(s)</p> <p><input type="checkbox"/> Other (specify) _____</p> <p>8 Number</p> <hr/> <p>10. Annual Accumulation</p> <p><input type="checkbox"/> File Drawer(s)</p> <p><input type="checkbox"/> Microfilm Reel(s)</p> <p><input type="checkbox"/> Computer Tape(s)</p> <p><input type="checkbox"/> Other (specify) _____</p> <p>_____ Number</p>
<p>11. File is Used</p> <p><input checked="" type="checkbox"/> Daily      <input type="checkbox"/> Weekly      <input type="checkbox"/> Monthly      <input type="checkbox"/> Annually</p>	<p>12. File Becomes Inactive After</p> <p>____3____      <input type="checkbox"/> Month(s)      <input checked="" type="checkbox"/> Year(s)</p> <p>Number</p>	
<p>13. Current Location(s) (Bldg., Floor, Room) <b>Building F 2<sup>nd</sup> floor</b></p>	<p>14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)</p> <p><input type="checkbox"/> Yes      <input checked="" type="checkbox"/> No</p>	
<p>15. Access Restrictions (If Yes, cite Law(s) &amp; Regulation(s))</p> <p><input type="checkbox"/> Yes      <input checked="" type="checkbox"/> No</p>	<p>16. Audit Requirements</p> <p><input checked="" type="checkbox"/> None      <input type="checkbox"/> State      <input type="checkbox"/> Federal      <input type="checkbox"/> Independent</p>	
<p>17. Is an Index System used? If yes, explain briefly and describe requirements</p> <p><input type="checkbox"/> Yes      <input checked="" type="checkbox"/> No</p>	<p>18. Recommended Retention</p> <p><b>Retain 3 years from date of request, then destroy.</b></p>	
<p>19. Name and Title of Preparer <b>First Sergeant Thomas McElroy</b></p>	<p>20. Telephone Number <b>410-653-4284</b></p>	<p>21. Date</p>

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<p>1. Department/Agency Department of State Police</p>	<p>2. Division Police Communications Support Division</p>	<p>3. Unit</p>
<p><b>DEFINITION - RECORD SERIES: A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.</b></p>		
<p>4. Record Series Title <b>98-A-5 <u>WATCHDOG REQUESTS</u></b></p>	<p>5. Earliest Year/Latest Year <u>2013</u> to <u>2013</u></p>	
<p>6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) <b>Computer Print-outs of information requested in connection with Criminal and Internal investigations</b></p>		
<p>7. Record Series Format(s) List all</p> <p><input checked="" type="checkbox"/> Letter Size      <input type="checkbox"/> Microfilm <input type="checkbox"/> Legal Size      <input type="checkbox"/> Computer Tape <input type="checkbox"/> Audio Tape      <input type="checkbox"/> Floppy Disk <input type="checkbox"/> Bound Book      <input type="checkbox"/> Video Tape <input type="checkbox"/> Other (specify) _____</p>	<p>8. Record Series Sequence</p> <p><input type="checkbox"/> Alphabetical <input checked="" type="checkbox"/> Numerical <input type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (specify) _____</p>	<p>9. Volume</p> <p><input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify) _____</p> <p><u>1</u> Number</p> <hr/> <p>10. Annual Accumulation</p> <p><input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify) _____</p> <p><u>1</u> Number</p>
<p>11. File is Used</p> <p><input checked="" type="checkbox"/> Daily      <input type="checkbox"/> Weekly      <input type="checkbox"/> Monthly      <input type="checkbox"/> Annually</p>	<p>12. File Becomes Inactive After</p> <p><u>3</u>      <input type="checkbox"/> Month(s)      <input checked="" type="checkbox"/> Year(s) Number</p>	
<p>13. Current Location(s) (Bldg., Floor, Room) <b>Building F 2<sup>nd</sup> floor</b></p>	<p>14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)</p> <p><input type="checkbox"/> Yes      <input checked="" type="checkbox"/> No</p>	
<p>15. Access Restrictions (If Yes, cite Law(s) &amp; Regulation(s))</p> <p><input type="checkbox"/> Yes      <input checked="" type="checkbox"/> No</p>	<p>16. Audit Requirements</p> <p><input checked="" type="checkbox"/> None      <input type="checkbox"/> State      <input type="checkbox"/> Federal      <input type="checkbox"/> Independent</p>	
<p>17. Is an Index System used? If yes, explain briefly and describe requirements</p> <p><input type="checkbox"/> Yes      <input checked="" type="checkbox"/> No</p>	<p>18. Recommended Retention <b>Retain 3 years from date of request, then destroy.</b></p>	
<p>19. Name and Title of Preparer <b>First Sergeant Thomas McElroy</b></p>	<p>20. Telephone Number 410-653-4284</p>	<p>21. Date</p>

<p>Instructions –Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)</p>	<p>DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 410-799-1930</p>	<p>AGENCY RECORDS INVENTORY</p> <p>PAGE <u>6</u> OF <u>11</u></p>
<p>1. Department/Agency Department of State Police</p>	<p>2. Division Police Communications Support Division</p>	<p>3. Unit</p>
<p>DEFINITION - RECORD SERIES: A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.</p>		
<p>4. Record Series Title <b>98-A-6 NCIC GENERAL CORRESPONDENCE</b></p>	<p>5. Earliest Year/Latest Year <u>2010</u> to <u>2013</u></p>	
<p>6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.)</p> <ol style="list-style-type: none"> <li>1. NCIC – National Crime Information Center – Related Non-Agency or legal issues.</li> <li>2. Nlets - National Law Enforcement Telecommunications System – Related Non-Agency or Legal Issues.</li> <li>3. METERS – Maryland Electronic Telecommunications and Enforcement Resource System – Related Non-Agency or Legal Issues</li> </ol>		
<p>7. Record Series Format(s) List all</p> <p><input checked="" type="checkbox"/> Letter Size      <input type="checkbox"/> Microfilm</p> <p><input checked="" type="checkbox"/> Legal Size      <input type="checkbox"/> Computer Tape</p> <p><input type="checkbox"/> Audio Tape      <input type="checkbox"/> Floppy Disk</p> <p><input checked="" type="checkbox"/> Bound Book      <input type="checkbox"/> Video Tape</p> <p><input type="checkbox"/> Other (specify) _____</p>	<p>8. Record Series Sequence</p> <p><input type="checkbox"/> Alphabetical</p> <p><input type="checkbox"/> Numerical</p> <p><input type="checkbox"/> Chronological</p> <p><input type="checkbox"/> Geographical</p> <p><input checked="" type="checkbox"/> Other (specify) <u>By system then Alphabetically</u></p>	<p>9. Volume</p> <p><input checked="" type="checkbox"/> File Drawer(s)</p> <p><input type="checkbox"/> Microfilm Reel(s)</p> <p><input type="checkbox"/> Computer Tape(s)</p> <p><input type="checkbox"/> Other (specify) _____</p> <p><u>8</u> Number</p> <hr/> <p>10. Annual Accumulation</p> <p><input type="checkbox"/> File Drawer(s)</p> <p><input type="checkbox"/> Microfilm Reel(s)</p> <p><input type="checkbox"/> Computer Tape(s)</p> <p><input type="checkbox"/> Other (specify) _____</p> <p><u>0</u> Number</p>
<p>11. File is Used</p> <p><input checked="" type="checkbox"/> Daily      <input type="checkbox"/> Weekly      <input type="checkbox"/> Monthly      <input type="checkbox"/> Annually</p>	<p>12. File Becomes Inactive After</p> <p><u>3</u>      <input type="checkbox"/> Month(s)      <input checked="" type="checkbox"/> Year(s)</p> <p>Number</p>	
<p>13. Current Location(s) (Bldg., Floor, Room)</p> <p>Building F 2<sup>nd</sup> floor</p>	<p>14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)</p> <p><input type="checkbox"/> Yes      <input checked="" type="checkbox"/> No</p>	
<p>15. Access Restrictions (If Yes, cite Law(s) &amp; Regulation(s))</p> <p><input type="checkbox"/> Yes      <input checked="" type="checkbox"/> No</p>	<p>16. Audit Requirements</p> <p><input checked="" type="checkbox"/> None      <input type="checkbox"/> State      <input type="checkbox"/> Federal      <input type="checkbox"/> Independent</p>	
<p>17. Is an Index System used? If yes, explain briefly and describe requirements</p> <p><input type="checkbox"/> Yes      <input checked="" type="checkbox"/> No</p>	<p>18. Recommended Retention</p> <ol style="list-style-type: none"> <li>1. Retain 3 years, then destroy.</li> <li>2. Retain 3 years, then destroy.</li> <li>3. Retain 3 years, then destroy.</li> </ol>	
<p>19. Name and Title of Preparer</p> <p>First Sergeant Thomas McElroy</p>	<p>20. Telephone Number</p> <p>410-653-4284</p>	<p>21. Date</p>

<p>Instructions –Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)</p>	<p>DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 410-799-1930</p>	<p>AGENCY RECORDS INVENTORY</p> <p>PAGE <u>7</u> OF <u>11</u></p>
<p>1. Department/Agency Department of State Police</p>	<p>2. Division Police Communications Support Division</p>	<p>3. Unit</p>
<p>DEFINITION - RECORD SERIES: A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.</p>		
<p>4. Record Series Title <b>98-A-7 NCIC LEGAL CORRESPONDENCE</b></p>	<p>5. Earliest Year/Latest Year ___1998___ to ___2013___</p>	
<p>6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) <b>Contains legal opinions and directives pertaining to administration and operation of NCIC, Nlets, and METERS</b></p>		
<p>7. Record Series Format(s) List all</p> <p><input checked="" type="checkbox"/> Letter Size      <input type="checkbox"/> Microfilm</p> <p><input checked="" type="checkbox"/> Legal Size      <input type="checkbox"/> Computer Tape</p> <p><input type="checkbox"/> Audio Tape      <input type="checkbox"/> Floppy Disk</p> <p><input checked="" type="checkbox"/> Bound Book      <input type="checkbox"/> Video Tape</p> <p><input type="checkbox"/> Other (specify) _____</p>	<p>8. Record Series Sequence</p> <p><input type="checkbox"/> Alphabetical</p> <p><input type="checkbox"/> Numerical</p> <p><input type="checkbox"/> Chronological</p> <p><input type="checkbox"/> Geographical</p> <p><input checked="" type="checkbox"/> Other (specify) <u>By Subject</u></p>	<p>9. Volume</p> <p><input checked="" type="checkbox"/> File Drawer(s)</p> <p><input type="checkbox"/> Microfilm Reel(s)</p> <p><input type="checkbox"/> Computer Tape(s)</p> <p><input type="checkbox"/> Other (specify) _____</p> <p><u>1</u> Number</p> <p>10. Annual Accumulation</p> <p><input type="checkbox"/> File Drawer(s)</p> <p><input type="checkbox"/> Microfilm Reel(s)</p> <p><input type="checkbox"/> Computer Tape(s)</p> <p><input type="checkbox"/> Other (specify) _____</p> <p><u>0</u> Number</p>
<p>11. File is Used</p> <p><input type="checkbox"/> Daily      <input checked="" type="checkbox"/> Weekly      <input type="checkbox"/> Monthly      <input type="checkbox"/> Annually</p>	<p>12. File Becomes Inactive After</p> <p><u>   </u> N/A      <input type="checkbox"/> Month(s)      <input type="checkbox"/> Year(s)</p> <p>Number</p>	
<p>13. Current Location(s) (Bldg., Floor, Room) <b>Building F 2<sup>nd</sup> floor</b></p>	<p>14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)</p> <p><input type="checkbox"/> Yes      <input checked="" type="checkbox"/> No</p>	
<p>15. Access Restrictions (If Yes, cite Law(s) &amp; Regulation(s))</p> <p><input type="checkbox"/> Yes      <input checked="" type="checkbox"/> No</p>	<p>16. Audit Requirements</p> <p><input checked="" type="checkbox"/> None      <input type="checkbox"/> State      <input type="checkbox"/> Federal      <input type="checkbox"/> Independent</p>	
<p>17. Is an Index System used? If yes, explain briefly and describe requirements</p> <p><input type="checkbox"/> Yes      <input checked="" type="checkbox"/> No</p>	<p>18. Recommended Retention</p> <p><b>Retain for 20 years and review to identify documents no longer pertinent, then destroy. Records retained over 20 years will be reviewed annually and if not pertinent destroyed.</b></p>	
<p>19. Name and Title of Preparer <b>First Sergeant Thomas McElroy</b></p>	<p>20. Telephone Number 410-653-4284</p>	<p>21. Date</p>

<p>Instructions –Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)</p>	<p>DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 410-799-1930</p>	<p>AGENCY RECORDS INVENTORY</p> <p>PAGE <u>8</u> OF <u>11</u></p>
<p>1. Department/Agency Department of Staten Police</p>	<p>2. Division Police Communications Support Division</p>	<p>3. Unit</p>
<p>DEFINITION - RECORD SERIES: A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.</p>		
<p>4. Record Series Title <b>98-A-8 NEWSLETTERS</b></p>	<p>5. Earliest Year/Latest Year _1987_ to _2013_</p>	
<p>6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) The NCIC newsletter informs the end-user-community of system and policy changes and establishes policy for the users</p>		
<p>7. Record Series Format(s) List all</p> <p><input checked="" type="checkbox"/> Letter Size      <input type="checkbox"/> Microfilm</p> <p><input type="checkbox"/> Legal Size      <input type="checkbox"/> Computer Tape</p> <p><input type="checkbox"/> Audio Tape      <input type="checkbox"/> Floppy Disk</p> <p><input type="checkbox"/> Bound Book      <input type="checkbox"/> Video Tape</p> <p><input type="checkbox"/> Other (specify) <u>METERS SWITCH FROM 2005 TO PRESENT</u></p>	<p>8. Record Series Sequence</p> <p><input type="checkbox"/> Alphabetical</p> <p><input type="checkbox"/> Numerical</p> <p><input checked="" type="checkbox"/> Chronological</p> <p><input type="checkbox"/> Geographical</p> <p><input type="checkbox"/> Other (specify) _____</p>	<p>9. Volume</p> <p><input type="checkbox"/> File Drawer(s)</p> <p><input type="checkbox"/> Microfilm Reel(s)</p> <p><input type="checkbox"/> Computer Tape(s)</p> <p><input checked="" type="checkbox"/> Other (specify) <u>3 INCH BINDER</u></p> <p><u>1</u> Number</p> <hr/> <p>10. Annual Accumulation</p> <p><input type="checkbox"/> File Drawer(s)</p> <p><input type="checkbox"/> Microfilm Reel(s)</p> <p><input type="checkbox"/> Computer Tape(s)</p> <p><input checked="" type="checkbox"/> Other (specify) <u>ISSUES</u></p> <p><u>4</u> Number</p>
<p>11. File is Used</p> <p><input checked="" type="checkbox"/> Daily      <input type="checkbox"/> Weekly      <input type="checkbox"/> Monthly      <input type="checkbox"/> Annually</p>	<p>12. File Becomes Inactive After</p> <p><u>N/A</u>      <input type="checkbox"/> Month(s)      <input type="checkbox"/> Year(s)</p> <p>Number</p>	
<p>13. Current Location(s) (Bldg., Floor, Room) Building F 2<sup>nd</sup> floor</p>	<p>14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)</p> <p><input type="checkbox"/> Yes      <input type="checkbox"/> No</p>	
<p>15. Access Restrictions (If Yes, cite Law(s) &amp; Regulation(s))</p> <p><input type="checkbox"/> Yes      <input type="checkbox"/> No</p>	<p>16. Audit Requirements</p> <p><input type="checkbox"/> None      <input type="checkbox"/> State      <input type="checkbox"/> Federal      <input type="checkbox"/> Independent</p>	
<p>17. Is an Index System used? If yes, explain briefly and describe requirements</p> <p><input type="checkbox"/> Yes      <input type="checkbox"/> No</p>	<p>18. Recommended Retention</p> <p>Retain for 20 years and review to identify documents no longer pertinent, then destroy. Records retained over 20 years will be reviewed annually and if not pertinent destroyed.</p>	
<p>19. Name and Title of Preparer First Sergeant Thomas McElroy</p>	<p>20. Telephone Number 410-653-4284</p>	<p>21. Date</p>

<p><u>Instructions</u> –Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)</p>	<p>DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 410-799-1930</p>	<p><b>AGENCY RECORDS INVENTORY</b></p> <p>PAGE <u>9</u> OF <u>11</u></p>
1. Department/Agency Department of Staten Police	2. Division Police Communications Support Division	3. Unit
DEFINITION - RECORD SERIES: A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.		
4. Record Series Title <b>98-B-1 <u>RADIOACTIVE FUEL AND WASTE SHIPMENTS</u></b>		5. Earliest Year/Latest Year _____ to _____
6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) <b>Shipping notifications, Quarterly reports to the Maryland Department of Environment, Teletype Notifications, and reference material relating to Radioactive fuel waste and shipments</b>		
<p>7. Record Series Format(s) List all</p> <p><input checked="" type="checkbox"/> Letter Size      <input type="checkbox"/> Microfilm</p> <p><input type="checkbox"/> Legal Size      <input type="checkbox"/> Computer Tape</p> <p><input type="checkbox"/> Audio Tape      <input type="checkbox"/> Floppy Disk</p> <p><input type="checkbox"/> Bound Book      <input type="checkbox"/> Video Tape</p> <p><input type="checkbox"/> Other (specify) _____</p>	<p>8. Record Series Sequence</p> <p><input type="checkbox"/> Alphabetical</p> <p><input type="checkbox"/> Numerical</p> <p><input checked="" type="checkbox"/> Chronological</p> <p><input type="checkbox"/> Geographical</p> <p><input type="checkbox"/> Other (specify) _____</p>	<p>9. Volume</p> <p><input checked="" type="checkbox"/> File Drawer(s)</p> <p><input type="checkbox"/> Microfilm Reel(s)</p> <p><input type="checkbox"/> Computer Tape(s)</p> <p><input type="checkbox"/> Other (specify) _____</p> <p>_____1_____</p> <p>Number</p> <p>10. Annual Accumulation</p> <p><input checked="" type="checkbox"/> File Drawer(s)</p> <p><input type="checkbox"/> Microfilm Reel(s)</p> <p><input type="checkbox"/> Computer Tape(s)</p> <p><input type="checkbox"/> Other (specify) _____</p> <p>_____1_____</p> <p>Number</p>
11. File is Used	12. File Becomes Inactive After	
<input checked="" type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input type="checkbox"/> Annually	_____3_____ <input type="checkbox"/> Month(s) <input checked="" type="checkbox"/> Year(s)	
13. Current Location(s) (Bldg., Floor, Room) Building F 2 <sup>nd</sup> floor		14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)
<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s))	16. Audit Requirements	
<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> None <input type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independent	
Special Order No. 01-9721		
17. Is an Index System used? If yes, explain briefly and describe requirements	18. Recommended Retention	
<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Retain 3 years, then destroy.	
19. Name and Title of Preparer	20. Telephone Number	21. Date
First Sergeant Thomas McElroy	410-653-4284	

Instructions –Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)		DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 410-799-1930		AGENCY RECORDS INVENTORY  PAGE <u>10</u> OF <u>11</u>	
1. Department/Agency Department of Staten Police		2. Division Police Communications Support Division		3. Unit	
DEFINITION - RECORD SERIES: A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.					
4. Record Series Title <b>98-B-2 <u>FATAL ACCIDENT LOG</u></b>				5. Earliest Year/Latest Year <u>2011</u> to <u>2013</u>	
6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) <b>Log of Fatal Accidents and the Administrative Messages identifying the person(s) killed and/or seriously injured in the crashes and the subsequent assigning of a Motor Vehicle Death Number(s) for the deceased.</b>					
7. Record Series Format(s) List all  <input type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm <input checked="" type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape <input type="checkbox"/> Audio Tape <input type="checkbox"/> Floppy Disk <input type="checkbox"/> Bound Book <input type="checkbox"/> Video Tape <input type="checkbox"/> Other (specify) _____		8. Record Series Sequence  <input type="checkbox"/> Alphabetical <input type="checkbox"/> Numerical <input checked="" type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (specify) _____		9. Volume <input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify) _____  <u>1</u> Number	
				10. Annual Accumulation <input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify) _____  <u>1</u> Number	
11. File is Used <input checked="" type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input type="checkbox"/> Annually			12. File Becomes Inactive After <u>1</u> <input type="checkbox"/> Month(s) <input type="checkbox"/> Year(s) Number		
13. Current Location(s) (Bldg., Floor, Room) <b>Building F 2<sup>nd</sup> floor</b>			14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No  MSP Central Record Div Fatality Analysis Report System		
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			16. Audit Requirements <input checked="" type="checkbox"/> None <input type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independent		
17. Is an Index System used? If yes, explain briefly and describe requirements <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			18. Recommended Retention <b>Retain one year, then destroy</b>		
19. Name and Title of Preparer  <b>First Sergeant Thomas McElroy</b>		20. Telephone Number  410-653-4284		21. Date	

Instructions - Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)		DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 410-799-1930		AGENCY RECORDS INVENTORY  PAGE <u>11</u> OF <u>11</u>	
1. Department/Agency Department of Staten Police		2. Division Police Communications Support Division		3. Unit	
DEFINITION - RECORD SERIES: A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.					
4. Record Series Title <b>98-C-1 METERS MESSAGE FILES</b>			5. Earliest Year/Latest Year ___2011___ to ___2013___		
6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) <b>Copies of all incoming and outgoing action messages processed through the Headquarters Terminals and copies of all messages transmitted out-of-state by all terminals on the system. Record copies of outgoing messages will be maintained by the originator. Record copies of incoming messages will be maintained by the office of interest</b>					
7. Record Series Format(s) List all  <input checked="" type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm <input type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape <input type="checkbox"/> Audio Tape <input type="checkbox"/> Floppy Disk <input type="checkbox"/> Bound Book <input type="checkbox"/> Video Tape <input type="checkbox"/> Other (specify) _____		8. Record Series Sequence  <input type="checkbox"/> Alphabetical <input type="checkbox"/> Numerical <input checked="" type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (specify) _____		9. Volume <input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify) _____  ___12___ Number  10. Annual Accumulation <input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify) _____  ___12___ Number	
11. File is Used <input checked="" type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input type="checkbox"/> Annually			12. File Becomes Inactive After ___1___ Number <input type="checkbox"/> Month(s) <input checked="" type="checkbox"/> Year(s)		
13. Current Location(s) (Bldg., Floor, Room) <b>Building F 1<sup>st</sup> floor</b>			14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No  Electronically on the METERS message switch		
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s))  <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No  CJIS Security Policy			16. Audit Requirements <input type="checkbox"/> None <input type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independent		
17. Is an Index System used? If yes, explain briefly and describe requirements  <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			18. Recommended Retention <b>Retain one year, then destroy</b>		
19. Name and Title of Preparer  <b>First Sergeant Thomas McElroy</b>		20. Telephone Number  <b>410-653-4284</b>		21. Date	