

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

Schedule No. 971-14-1

Page 1 of 1

Agency
Department of the State Police

Division/Unit
Administrative Hearing

| Item No. | Description | Retention |
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| 14-1 | <p>Schedule 971-14-1 replaces Schedule 971-14 in its entirety.</p> <p><u>MASTER CONTROL LEDGER</u> Contains all pages of the master control ledger in numerical sequence.</p> | <p>Filed electronically, retain as a continuous record.</p> |
| 14-2 | <p><u>ADMINISTRATIVE HEARING REPORTS – CLOSED</u> Contains all closed administrative hearing reports with attachments and correspondence. Reports will be filed numerically by the case number.</p> | <p>Retain 3 years, forward copy of Hearing Board report to Human Resources Division (HRD) and Internal Affairs Division (IAD), destroy remainder</p> |
| 14-3 | <p><u>CIVILIAN MITIGATIONS – CLOSED</u> Contains all closed civilian mitigation meeting reports with attachments and correspondence. Reports will be filed numerically by the case number.</p> | <p>Retain 3 years, forward copy of Department of Budget & Management (DBM) form MS 4A/507 to HRD for inclusion in permanent personnel file, then destroy remainder</p> |
| 14-4 | <p><u>AUTOMOTIVE SAFETY ENFORCEMENT DIVISION (ASED) EMERGENCY SUSPENSION CASES – CLOSED</u> Contains all closed ASED emergency suspension hearing reports with attachments and correspondence. Reports will be filed numerically by the case number.</p> | <p>Retain 3 years, then destroy.</p> |
| 14-5 | <p><u>LICENSING DIVISION SUSPENSION CASES – CLOSED</u> Contains all closed Licensing Division emergency suspension hearing reports with attachments and correspondence. Reports will be filed numerically by the case number.</p> | <p>Retain 3 years, then destroy.</p> |
| 14-6 | <p><u>SWORN & CIVILIAN GRIEVANCE REPORTS – CLOSED</u> Contains all closed sworn and civilian grievance reports with attachments and correspondence. Reports will be filed numerically by the case number.</p> | <p>Retain 3 years, then destroy.</p> |

Approved by Department, Agency, Division or Unit Representative

Date: *June 28, 2013*

Signature: *Thomas L. Vondersmith, Jr.*

Type Name: Thomas L. Vondersmith, Jr.

Title: Department Records Retention & Disposal Schedule Manager

Schedule Authorized by State Archivist

Date: *8-2-13*

Signature: *Timothy D. Boh*

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| <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>AGENCY RECORDS INVENTORY</p> <p>PAGE <u>1</u> OF <u>6</u></p> |
| 1. Department/Agency Maryland Department of State Police | 2. Division Administrative Hearing Section | 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 14-1 MASTER CONTROL LEDGER | | 5. Earliest Year/Latest Year <u>2008</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.) Contains all pages of the master control ledger in numerical sequence. | | |
| 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 checked="" type="checkbox"/> Numerical <input type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (specify) _____ | 9. Volume <input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input checked="" type="checkbox"/> Other (specify) <u>Electronic</u> Number _____ |
| | | 10. Annual Accumulation File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input checked="" type="checkbox"/> Other (specify) (1 page) 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> </u> Continuous <input type="checkbox"/> Month(s) <input type="checkbox"/> Year(s) Number _____ | |
| 13. Current Location(s) (Bldg., Floor, Room) Building C, 2nd floor 1201 Reisterstown Road, Pikesville, MD 21208 | 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)) 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 Yes <input checked="" type="checkbox"/> No | 18. Recommended Retention Filed electronically, retain as a continuous record. | |
| 19. Name and Title of Preparer Teresa Eitel | 20. Telephone Number 410-653-6641 | 21. Date 6/27/13 |

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| <p>1. Department/Agency Maryland Department of State Police</p> | <p>2. Division Administrative Hearing Section</p> | <p>3. Unit</p> |
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DEFINITION - RECORD SERIES: A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.

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| <p>4. Record Series Title 14-2 ADMINISTRATIVE HEARING REPORTS – CLOSED</p> | <p>5. Earliest Year/Latest Year <u>2010</u> to <u>2013</u></p> |
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6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.)

Contains all closed administrative hearing reports with attachments and correspondence. Reports will be filed numerically by the case number.

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| <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>20</u> Number</p> <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> </u>% Number</p> |
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| <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> |
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| <p>13. Current Location(s) (Bldg., Floor, Room) Building C, 2nd floor 1201 Reisterstown Road, Pikesville, MD 21208</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> |
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| <p>15. Access Restrictions (If Yes, cite Law(s) & 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> |
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| <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>Retain 3 years, forward copy of Hearing Board report to Human Resources Division (HRD) and Internal Affairs Division (IAD), destroy remainder</p> |
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| <p>19. Name and Title of Preparer Teresa Eitel</p> | <p>20. Telephone Number 410-653-6641</p> | <p>21. Date 6/27/13</p> |
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| 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>6</u> | |
| 1. Department/Agency Maryland Department of State Police | | 2. Division Administrative Hearing Section | | 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 14-3 CIVILIAN MITIGATIONS - CLOSED | | | | 5. Earliest Year/Latest Year <u>2010</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.) Contains all closed citation mitigation hearing reports with attachments and correspondence. Reports will be filed numerically by the case number. | | | | | |
| 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 checked="" type="checkbox"/> Numerical <input 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) _____ 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> </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> 3 </u> <input type="checkbox"/> Month(s) <input checked="" type="checkbox"/> Year(s) Number | | |
| 13. Current Location(s) (Bldg., Floor, Room) Building C, 2 nd floor 1201 Reisterstown Road, Pikesville, MD 21208 | | | 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)) <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 Retain 3 years, forward copy of Department of Budget & Management Form MS4A/507 to Human Resources Division for inclusion in permanent personnel file, then destroy remainder. | | |
| 19. Name and Title of Preparer Teresa Eitel | | 20. Telephone Number 410-653-6641 | | 21. Date 6/27/13 | |

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| <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>4</u> OF <u>6</u></p> |
| <p>1. Department/Agency Maryland Department of State Police</p> | <p>2. Division Administrative Hearing Section</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 14-4 AUTOMOTIVE SAFETY ENFORCEMENT DIVISION (ASED) EMERGENCY SUSPENSION CASES - CLOSED</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.)</p> <p>Contains all closed ASED emergency suspension cases with attachments and correspondence. Reports will be filed numerically by the case number.</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>_20_ Number</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><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)</p> <p>Building C, 2nd floor 1201 Reisterstown Road, Pikesville, MD 21208</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) & 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>Retain 3 years, then destroy.</p> | |
| <p>19. Name and Title of Preparer</p> <p>Teresa Eitel</p> | <p>20. Telephone Number</p> <p>410-653-6641</p> | <p>21. Date</p> <p>6/27/13</p> |

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| 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>5</u> OF <u>6</u> |
| 1. Department/Agency Maryland Department of State Police | 2. Division Administrative Hearing Section | 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 14-5 LICENSING DIVISION SUSPENSION CASES - CLOSED | 5. Earliest Year/Latest Year <u>2010</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.) Contains all closed Licensing Division suspension cases attachments and correspondence. Reports will be filed numerically by the case number. | | |
| 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 checked="" type="checkbox"/> Numerical <input 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) _____ 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>20</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>3</u> <input type="checkbox"/> Month(s) <input checked="" type="checkbox"/> Year(s) Number | |
| 13. Current Location(s) (Bldg., Floor, Room) Building C, 2nd floor 1201 Reisterstown Road, Pikesville, MD 21208 | 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)) <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 Retain 3 years, then destroy. | |
| 19. Name and Title of Preparer Teresa Eitel | 20. Telephone Number 410-653-6641 | 21. Date 6/27/13 |

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| <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>6</u></p> |
| <p>1. Department/Agency Maryland Department of State Police</p> | <p>2. Division Administrative Hearing Section</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 14-6 SWORN & CIVILIAN GRIEVANCE REPORTS – CLOSED</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.)</p> <p>Contains all closed sworn and civilian grievance cases with attachments and correspondence. Reports will be filed numerically by the case number.</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>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>__%__ 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) Number</p> | |
| <p>13. Current Location(s) (Bldg., Floor, Room)</p> <p>Building C, 2nd floor 1201 Reisterstown Road, Pikesville, MD 21208</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) & 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>Retain 3 years, then destroy.</p> | |
| <p>19. Name and Title of Preparer</p> <p>Teresa Eitel</p> | <p>20. Telephone Number</p> <p>410-653-6641</p> | <p>21. Date</p> <p>6/27/13</p> |