

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

Schedule No. 971-36

Page 1 of 3

Agency: Department of the State Police Division/Unit: Computer Crimes - Maryland Center for Missing and Unidentified Persons (MCMUP)

Item No.	Description	Retention
	Schedule 971- 36 is a new schedule and replaces Schedule 971-39-1 in its entirety.	
36-1	<p><u>GENERAL CORRESPONDENCE FILE</u> Identified by consecutive number and files accordingly.</p>	Retain for 3 years, then destroy.
36-2	<p><u>GENERAL INFORMATION FILE</u> Includes records and information on local and national missing children clearing houses, Advisory Council Meetings, State and federal legislation and resource information, crime prevention and child abuse.</p>	Retain three (3) years, then review. If records are no longer needed, destroy. If records are needed, retain, review annually and destroy any material no longer needed.
36-3	<p><u>Maryland Center for Missing & Unidentified Persons (MCMUP) OPERATING PROCEDURES</u> Contains records identifying the standard operating procedures for MCMUP and the MCMUP computer.</p>	Retain until superseded, then destroy.
36-4	<p><u>EDUCATION AND TRAINING</u> Contains MCMUP education and training files, volunteer program information, legislative position papers and public access to files information.</p>	Retain three (3) years, then review. If records are no longer needed, destroy. If records are needed, retain, review annually and destroy any material no longer needed.
36-5	<p><u>MISSING PERSONS REPORTS – Maryland State Police (MSP)</u> Contains copy of Maryland State Police form MSP 79 Missing Persons Reports.</p>	Retain for 3 years after case is closed, then destroy.
36-6	<p><u>MISSING PERSONS REPORTS - ALL OTHERS</u> Contains copy of Missing Persons Reports from all other Maryland law enforcement agencies.</p>	Retain for 30 days, then destroy.
36-7	<p><u>GENERAL INVESTIGATIVE INFORMATION</u> Contains records of investigative information on current suspects and suspect vehicles, teletype information, fliers and similar data relating to missing and exploited children investigations.</p>	Retain three (3) years, then review. If records are no longer needed, destroy. If records are needed, retain, review annually and destroy any material no longer needed.
36-8	<p><u>MCMUP SPECIAL PROJECT FILE</u> Contains information on committees, panels, associations, organizations, etc., attended by or which MCMCUP personnel have membership in, pertaining to children's issues. Also contains Information of a miscellaneous nature regarding children's issues.</p>	Retain until superseded, then destroy.

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:

9-23-13

Signature:

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>1</u> OF <u>8</u>	
1. Department/Agency Maryland Department of State Police		2. Division Computer Crimes Section		3. Unit Maryland Center for Missing & Unidentified Persons (MCMUP)	
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 36-1 <u>GENERAL CORRESPONDENCE FILE</u>				5. Earliest Year/Latest Year <u>2012</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.) Identified by consecutive number and files accordingly.					
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 type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input checked="" type="checkbox"/> Other (specify) <u>Hard Drive</u> 36,000 Number	
				10. Annual Accumulation <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>Hard Drive</u> 12,000 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) 7155 Columbia Gateway Drive, Suite C Columbia, Maryland 21046 First Floor, Computer Room			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 for 3 years, then destroy.		
19. Name and Title of Preparer Carla Proudfoot Director, MD Center for Missing & Unidentified Persons		20. Telephone Number 410-953-8283		21. Date 7/30/13	

<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>8</u></p>
<p>1. Department/Agency Maryland Department of State Police</p>	<p>2. Division Computer Crimes Section</p>	<p>3. Unit Maryland Center for Missing & Unidentified Persons (MCMUP)</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 36-2 <u>GENERAL INFORMATION FILE</u></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.) Includes records and information on local and national missing children clearing houses, Advisory Council Meetings, State and federal legislation and resource information, crime prevention and child abuse.</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 checked="" type="checkbox"/> Alphabetical</p> <p><input 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><u>1</u> 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><u>1/3</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) 7155 Columbia Gateway Drive, Suite C Columbia, Maryland 21046 First Floor, Missing Persons File Room</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 three (3) years, then review. If records are no longer needed, destroy. If records are needed, retain, review annually and destroy any material no longer needed.</p>	
<p>19. Name and Title of Preparer Carla Proudfoot Director, MD Center for Missing & Unidentified Persons</p>	<p>20. Telephone Number 410-953-8283</p>	<p>21. Date 7/30/13</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>8</u>
1. Department/Agency Maryland Department of State Police	2. Division Computer Crimes Section	3. Unit Maryland Center for Missing & Unidentified Persons (MCMUP)
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 36-3 <u>Maryland Center for Missing & Unidentified Persons (MCMUP) Operating Procedures</u>	5. Earliest Year/Latest Year <u>2012 to 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 records identifying the standard operating procedures for MCMUP and the MCMUP computer.		
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>1/16</u> <input type="checkbox"/> Computer Tape(s) Number <input type="checkbox"/> Other (specify) _____ 10. Annual Accumulation <input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <u>1/16</u> <input type="checkbox"/> Computer Tape(s) Number <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> </u> Until superseded <input type="checkbox"/> Month(s) <input type="checkbox"/> Year(s) Number	
13. Current Location(s) (Bldg., Floor, Room) 7155 Columbia Gateway Drive, Suite C Columbia, Maryland 21046 First Floor, Missing Persons File Room	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 until superseded, then destroy.	
19. Name and Title of Preparer Carla Proudfoot Director, MD Center for Missing & Unidentified Persons	20. Telephone Number 410-953-8283	21. Date 7/30/13

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1. Department/Agency Maryland Department of State Police		2. Division Computer Crimes Section		3. Unit Maryland Center for Missing & Unidentified Persons (MCMUP)	
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 36-4 EDUCATION AND TRAINING				5. Earliest Year/Latest Year <u>2009 to 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 MCMUP education and training files, volunteer program information, legislative position papers and public access to files information.					
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 checked="" type="checkbox"/> Alphabetical <input 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) _____ <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>1/3</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) 7155 Columbia Gateway Drive, Suite C Columbia, Maryland 21046 First Floor, Missing Persons File Room			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 three (3) years, then review. If records are no longer needed, destroy. If records are needed, retain, review annually and destroy any material no longer needed.		
19. Name and Title of Preparer Carla Proudfoot Director, MD Center for Missing & Unidentified Persons		20. Telephone Number 410-953-8283		21. Date 7/30/13	

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1. Department/Agency Maryland Department of State Police		2. Division Computer Crimes Section		3. Unit Maryland Center for Missing & Unidentified Persons (MCMUP)	
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 36-5 MISSING PERSONS REPORTS – Maryland State Police (MSP)				5. Earliest Year/Latest Year <u>1985</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 copy of Maryland State Police form MSP 79 Missing Persons Reports.					
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 checked="" type="checkbox"/> Alphabetical <input 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) <u>2 1/2</u> <input type="checkbox"/> Computer Tape(s) Number <input type="checkbox"/> Other (specify) _____ 10. Annual Accumulation <input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <u>1/3</u> <input type="checkbox"/> Computer Tape(s) Number <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) 7155 Columbia Gateway Drive, Suite C Columbia, Maryland 21046 First Floor, Missing Persons File Room			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 for 3 years after case is closed, then destroy.		
19. Name and Title of Preparer Carla Proudfoot Director, MD Center for Missing & Unidentified Persons		20. Telephone Number 410-953-8283		21. Date 7/30/13	

<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>8</u></p>
<p>1. Department/Agency Maryland Department of State Police</p>	<p>2. Division Computer Crimes Section</p>	<p>3. Unit Maryland Center for Missing & Unidentified Persons (MCMUP)</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 36-6 <u>MISSING PERSONS REPORTS - ALL OTHERS</u></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.) Contains copy of Missing Persons Reports from all other Maryland law enforcement agencies.</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 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><u>1</u> 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><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>30 DAYS</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>7155 Columbia Gateway Drive, Suite C Columbia, Maryland 21046 First Floor, Missing Persons File Room</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 Retain for 30 days, then destroy.</p>	
<p>19. Name and Title of Preparer</p> <p>Carla Proudfoot Director, MD Center for Missing & Unidentified Persons</p>	<p>20. Telephone Number</p> <p>410-953-8283</p>	<p>21. Date</p> <p>7/30/13</p>

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1. Department/Agency Maryland Department of State Police		2. Division Computer Crimes Section		3. Unit Maryland Center for Missing & Unidentified Persons (MCMUP)	
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 36-7 GENERAL INVESTIGATIVE INFORMATION				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 records of investigative information on current suspects and suspect vehicles, teletype information, fliers and similar data relating to missing and exploited children investigations.					
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 checked="" type="checkbox"/> Alphabetical <input 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) <u>1/4</u> <input type="checkbox"/> Computer Tape(s) Number <input type="checkbox"/> Other (specify) _____ 10. Annual Accumulation <input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <u>1/8</u> <input type="checkbox"/> Computer Tape(s) Number <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) 7155 Columbia Gateway Drive, Suite C Columbia, Maryland 21046 First Floor, Missing Persons File Room			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 three (3) years, then review. If records are no longer needed, destroy. If records are needed, retain, review annually and destroy any material no longer needed.		
19. Name and Title of Preparer Carla Proudfoot Director, MD Center for Missing & Unidentified Persons		20. Telephone Number 410-953-8283		21. Date 7/30/13	

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<p>1. Department/Agency Maryland Department of State Police</p>	<p>2. Division Computer Crimes Section</p>	<p>3. Unit Maryland Center for Missing & Unidentified Persons (MCMUP)</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 36-8 MCMUP SPECIAL PROJECT FILE</p>	<p>5. Earliest Year/Latest Year <u>2007</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.) Contains information on committees, panels, associations, organizations, etc., attended by or which MCMCUP personnel have membership in, pertaining to children's issues. Also contains Information of a miscellaneous nature regarding children's issues.</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 checked="" type="checkbox"/> Alphabetical</p> <p><input 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><u>1</u> 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><u>1/4</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>Until Superseded _____ <input type="checkbox"/> Month(s) <input type="checkbox"/> Year(s)</p> <p>Number</p>	
<p>13. Current Location(s) (Bldg., Floor, Room)</p> <p>7155 Columbia Gateway Drive, Suite C Columbia, Maryland 21046 First Floor, Missing Persons File Room</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 until superseded, then destroy.</p>	
<p>19. Name and Title of Preparer</p> <p>Carla Proudfoot Director, MD Center for Missing & Unidentified Persons</p>	<p>20. Telephone Number</p> <p>410-953-8283</p>	<p>21. Date</p> <p>7/30/13</p>