

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

Schedule No. 971- 70-1

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Agency
Department of the State Police

Division/Unit
Special Operations Division (SOD)

Item No.	Description	Retention
	Schedule 971-70-1 replaces Schedule 971-70 in its entirety. It also replaces Schedules 971-28-1, 971-60, 971-71, 971-7 & 971-73 in their entirety as these schedules are incorporated into 971-70-1.	
28-1	<u>ANIMAL DONATIONS</u> contains completed Animal Donation Forms (MSP 28-1) and K9 Donation Evaluation (MSP 28-11). Maintained in medical file.	Maintain for the service life of the dog plus 3 years post-retirement, then destroy.
28-2	<u>ANIMAL RELEASE</u> Contains completed Animal Release Form (MSP 28-2).	Maintain for 3 years post-retirement, then destroy.
28-3	<u>APPLICATION/REVOICATION OF CANINE (K-9) LICENSE</u> Contains Licensing Div. Retire/Reassignment of K9 Form; Licensing Div. Applications for K9 license	Maintain for the service life of the dog plus 3 years post-retirement, then destroy.
28-4	<u>APPLICATION FOR K-9 UNIT</u> Contains Detail Reports, Endorsements, Resume scoring sheets, Physical Training (PT) Test results, Oral Exam scoring sheets. Filed alphabetically by candidate. Incorporate trained applicants into K-9 Personnel Information (MSP 28-5).	Retain all files for 2 years, then destroy.
28-5	<u>K-9 PERSONNEL INFORMATION</u> Contains completed K-9 Personnel Information forms (MSP 28-5) and miscellaneous information regarding K-9 training requests, special assignments, and correspondence.	Maintain for the service life of the dog plus 3 years post-retirement, then destroy.
28-6	<u>K-9 UNIT TRAINING</u> Contains all files/documents related to training. Files are separated by year.	Maintain for the service life of the dog plus 3 years post-retirement, then destroy.
28-7	<u>TRAINING FOLDERS FOR OTHER AGENCIES</u> Contains all notes, evaluation forms, K-9 Personnel Information (MSP 28-5) reference training other agency personnel. Filed alphabetically by name with agency listed on label. Maintain for the service life of the dog plus 3 years post-retirement and then destroy.	Maintain for the service life of the dog plus 3 years post-retirement, then destroy
28-8	<u>SEARCH REPORTS</u> Contains form MSP 28-9. Filed alphabetically by name of handler. File may contain up to three dogs as assigned. Files separated by year.	Maintain for the service life of the dog plus 3 years post-retirement, then destroy

Approved by Department, Agency, Division or Unit Representative

Date: January 9, 2014

Signature:

Type Name: Thomas L. Vondersmith, Jr.

Title: Department Records Retention & Disposal Schedule Manager

Schedule Authorized by State Archivist

Date:

2-24-14

Signature:

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

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Item No.	Description	Retention
28-9	<p><u>CANINE (K-9) UNIT DOGS' HISTORY/MEDICAL/MISCELLANEOUS RECORDS</u> Contain copy of forms MSP 28-1, 28-2, vaccine records, medical records, miscellaneous donation papers from donor.</p>	Maintain for the service life of the dog plus 3 years post-retirement, then destroy.
28-10	<p><u>K-9 TRAINING AID ACCOUNTABILITY LOG</u> Contains log used to sign out/in training aids. Maintained in K9 enter bunker. Completed log audit forms are kept at the K9 Unit in Waterloo.</p>	Maintain for 5 years, then destroy
28-11	<p><u>CONTROLLED DANGEROUS SUBSTANCE (CDS)/EXPLOSIVE TRAINING AID INVENTORY/LOSS REPORTS</u> Contains reports of damage or loss to aids while training and a separate inventory form for all CDS/Explosive Training Aids (MSP form #'s pending). Inventory/audit is completed twice a year.</p>	Maintain for 5 years, then destroy.
28-12	<p><u>K-9 POLICIES & PROCEDURES MANUAL MSP 28-06</u></p>	Retain until superseded, then destroy.
60-1	<p><u>MOTOR UNIT MANUAL</u> Policies and procedures associated with troopers operating motor cycles.</p>	Retain until superseded, then destroy
60-2	<p><u>MOTOR UNIT APPLICATION PROCESS</u> Contains application associated paperwork for troopers applying to join the Motor Unit.</p>	For accepted applicants - maintain for length of time member remains on the unit plus 3 years then destroy; for applicants not accepted - maintain for 3 years, then destroy.
60-3	<p><u>MOTOR UNIT TEAM ROSTER</u></p>	Retain current rosters, destroy outdated copies.
60-4	<p><u>MOTOR UNIT TRAINING FILES</u> Includes attendance forms and certificates.</p>	Retain for 10 years for court, then destroy.
60-5	<p><u>ALL TERRAINE VEHICLE (ATV) TRAINING</u> Contains Training Manual and list of personnel certified to operate an ATV.</p>	Retain until superseded, then destroy.
60-6	<p><u>ELIGIBILITY LIST OF CURRENT ATV RIDERS</u></p>	Retain 3 years, then destroy.
70-1	<p><u>MOBILE FIELD FORCE MANUAL</u></p>	Retain until superseded, then destroy.
70-2	<p><u>SUPPORT ACTIVITIES</u> Includes files on requests for security, support (e.g., inauguration, festivals, sporting events).</p>	Retain 5 years, then destroy.
70-3	<p>VACANT</p>	
70-4	<p>VACANT</p>	
70-5	<p><u>TACTICAL EQUIPMENT INVENTORY LOG</u> List of tactical equipment items and where located.</p>	Retain 10 years, <i>then destroy.</i>
70-6	<p><u>TACTICAL TRAINING SCHEDULES</u> Yearly schedules for tactical training.</p>	Retain 2 years, then destroy.

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Item No.	Description	Retention
70-7	<u>TACTICAL AND MASS ARREST PROCEDURES MANUAL</u> Procedures for tactical and mass arrest incidents.	Retain until superseded, then destroy.
70-8	<u>DISASTER PLANS</u> Includes plans for prisons, nuclear/power plants, and all county disaster/emergency plans.	Retain current plans, destroy outdated copies.
71-1	<u>STRATEGIC TACTICAL ASSAULT TEAM ELEMENT (STATE) TEAM ROSTERS</u> Includes call-out rosters and personnel information sheets.	Retain current roster, destroy outdated copy.
71-2	<u>STATE ON-CALL SCHEDULES</u> On-call schedules for current/future year.	Retain current schedules, destroy outdated copy.
71-3	<u>STATE AFTER ACTION REPORTS</u> File includes after action reports from call-outs and completed Cost Analysis forms (MSP 138) attached to the After Action Reports.	Retain 10 years, then destroy.
71-4	<u>MONTHLY TRAINING BOOKLETS</u> Includes attendance forms, syllabi, court summonses, itinerary and training. Booklets also contain Quarterly Weapons Qualification score sheets and course outline. Sniper Course training booklets are also included. Files are arranged by month.	Retain for 10 years, then destroy.
71-5	<u>SPECIAL TRAINING FILES</u> Files include training of allied agencies and special assignments regarding training or equipment use.	Retain for 10 years, then destroy.
71-6	<u>COURSE SYLLABI</u> Files include course syllabi for Entry-Level Basic STATE Training, Sniper Training and STATE training other than monthly training.	Retain until superseded, then destroy.
71-7	<u>EQUIPMENT SPECIFICATIONS</u> Includes specs written for requisitions to Quartermaster Division and equipment brochures.	Retain for life of equipment, <i>then destroy.</i>
72-1	<u>UNDERWATER RECOVERY TEAM (URT) MANUAL</u> Procedures relevant to URT incidents.	Retain until superseded, then destroy.
72-2	<u>URT TEAM ROSTERS</u> Names of personnel on the URT,	Retain current rosters; destroy outdated copy.
72-3	<u>URT ON-CALL SCHEDULE</u> Contains on-call schedules for current/future year.	Retain current schedules; destroy outdated copy.
72-4	<u>URT APPLICATION PROCESS</u> Also contains all application associated paperwork.	For accepted applicants - maintain for length of time member remains on the unit plus 3 years then destroy. For applicants not accepted - maintain for 3 years, then destroy.

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Item No.	Description	Retention
72-5	<u>REQUEST FOR DEMONSTRATIONS</u> Contains requests for static displays for URT for civic/MSP functions. Files include completed Cost Analysis Form (form MSP 138).	Retain for 3 years, then destroy.
72-6	<u>URT DIVE PLANS</u> Contains pre-dive plans and Estimated Cost Analysis form (form MSP 138) attached to pre-dive plan report.	Retain for 3 years, then destroy.
72-7	<u>URT AFTER ACTION REPORTS</u> Contains after action reports from call-outs and completed Cost Analysis form (form MSP 138) attached to after action reports.	Retain for 3 years, then destroy.
72-8	<u>URT TRAINING FILES</u> Contains attendance forms, syllabus, court summons, itinerary and other training materials.	Retain for 10 years for court, then destroy.
72-9	<u>EQUIPMENT SPECIFICATIONS</u> Contains specs written for requisitions to Quartermaster Division and brochures.	Retain for life of equipment, then destroy.
72-10	<u>URT CORRESPONDENCE</u> Contains all form 17's, letters, etc. pertaining to URT.	Retain for 3 years, then destroy.
73-1	<u>HOSTAGE RECOVERY TEAM (HRT) ROSTERS</u> Includes call out rosters and personnel information sheets.	Retain current rosters; destroy outdated copy.
73-2	<u>HRT ON CALL SCHEDULES</u> On-call schedules for current/future year.	Retain current schedules; destroy outdated copy.
73-3	<u>HRT AFTER ACTION REPORTS</u> File includes after action reports from call-outs and completed Cost Analysis form (MSP form 138) attached to the after action reports.	Retain for 5 years, then destroy.
73-4	<u>HRT Training Files</u> Includes attendance forms and certificates.	Retain for 10 years for Court, then destroy.
73-5	<u>HRT Policy and Procedure Manual</u> Policies and procedures relevant to HRT responding to incidents.	Retain until superseded, then destroy.

<p>1. Department/Agency Department of State Police</p>	<p>2. Division Special Operations Division</p>	<p>3. Unit K9 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.

<p>4. Record Series Title 28-1 Animal Donation Form -</p>	<p>5. Earliest Year/Latest Year 2010 to Present <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 completed Animal Donation Forms (MSP 28-1) and K9 Donation Evaluation forms (MSP 28-11). Maintained in medical file.

<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>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>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>Number <u>1</u> 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><input type="checkbox"/> Computer Tape(s)</p> <p>Number <u>1</u> Other (specify) _____</p>
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<p>11. File is Used</p> <p>Daily Weekly Monthly Annually <input checked="" type="checkbox"/> As Needed</p>	<p>12. File Becomes Inactive After</p> <p><u>3</u> Month(s) <input checked="" type="checkbox"/> Year(s) Post-Retirement</p>
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<p>13. Current Location(s) (Bldg., Floor, Room)</p> <p>Special Operations Division 7777 Washington Blvd Jessup, MD 20794</p>	<p>14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)</p> <p>Yes <input checked="" type="checkbox"/> No</p>
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<p>15. Access Restrictions (If Yes, cite Law(s) & Regulation(s))</p> <p>Yes <input checked="" type="checkbox"/> No</p>	<p>16. Audit Requirements</p> <p><input checked="" type="checkbox"/> None State Federal Independent</p>
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<p>17. Is an Index System used? If yes, explain briefly and describe requirements</p> <p>Yes <input checked="" type="checkbox"/> No</p>	<p>18. Recommended Retention</p> <p>Retain for service life of dog plus 3 years post retirement, then destroy.</p>
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<p>19. Name and Title of Preparer Leesa M. Radja, Administrative Aid</p>	<p>20. Telephone Number 410-799-4548</p>	<p>21. Date 10-30-13</p>
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<u>Instructions</u> -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>2</u> of <u>48</u>	
1. Department/Agency Department of State Police		2. Division Special Operations Division		3. Unit K9 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 28-2 Animal Release				5. Earliest Year/Latest Year 2010 Present 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.) Contains completed Animal Release form (MSP 28-2).					
7. Record Series Format(s) List all <input checked="" type="checkbox"/> Letter Size Microfilm Legal Size Computer Tape Audio Tape Floppy Disk Bound Book Video Tape Other (specify) _____		8. Record Series Sequence <input checked="" type="checkbox"/> Alphabetical Numerical Chronological Geographical Other (specify) _____		9. Volume <input checked="" type="checkbox"/> File Drawer(s) Microfilm Reel(s) <u>1</u> Computer Tape(s) Number Other (specify) _____ 10. Annual Accumulation <input checked="" type="checkbox"/> File Drawer(s) Less than Microfilm Reel(s) <u>1</u> Computer Tape(s) Number Other (specify) _____	
11. File is Used Daily Weekly Monthly Annually <input checked="" type="checkbox"/> As needed			12. File Becomes Inactive After <u>3</u> Month(s) <input checked="" type="checkbox"/> Year(s) Post Retirement Number		
13. Current Location(s) (Bldg., Floor, Room) Special Operations Division 7777 Washington Blvd Jessup, MD 20794			14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) 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 State Federal Independent		
17. Is an Index System used? If yes, explain briefly and describe requirements Yes <input checked="" type="checkbox"/> No			18. Recommended Retention Maintain for 3 years post retirement, then destroy.		
19. Name and Title of Preparer Leesa M. Radja, Administrative Aid		20. Telephone Number 410-799-4548		21. Date 10-30-13	

<u>Instructions</u> -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>48</u>	
1. Department/Agency Department of State Police		2. Division Special Operations Division		3. Unit K9 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 28-3 Application/Revocation of Canine (K9) License				5. Earliest Year/Latest Year 2005 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.) Contains Licensing Division Retire/Reassignment of K9 form; Licensing Div. Applications for K9 license.					
7. Record Series Format(s) List all <input checked="" type="checkbox"/> Letter Size Microfilm <input type="checkbox"/> Legal Size Computer Tape <input type="checkbox"/> Audio Tape Floppy Disk <input type="checkbox"/> Bound Book Video Tape 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) _____ 10. Annual Accumulation Less than <input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify) _____	
11. File is Used <input type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input type="checkbox"/> Annually <input checked="" type="checkbox"/> As needed			12. File Becomes Inactive After <u>3</u> Month(s) <input checked="" type="checkbox"/> Year(s) Post Retirement		
13. Current Location(s) (Bldg., Floor, Room) Special Operations Division 7777 Washington Blvd Jessup, MD 20794			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 Maintain for service life of dog plus 3 years post retirement, then destroy.		
19. Name and Title of Preparer Leesa M. Radja, Administrative Aid		20. Telephone Number 410-799-4548		21. Date 10-30-13	

<u>Instructions</u> -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>4</u> OF <u>48</u>	
1. Department/Agency Department of State Police		2. Division Special Operations Division		3. Unit K9 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 28-4 Application for K9 Unit				5. Earliest Year/Latest Year 2011 - 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.) Contains Detail Reports, Endorsements, Resume scoring sheets, Physical Training (PT) test results, Oral Exam scoring sheets. Filed alphabetically by candidate. Incorporate trained applicants into K9 Personnel Information (MSP 28-5).					
7. Record Series Format(s) List all <input 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 checked="" type="checkbox"/> Other (specify) <u>Binder</u>		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>2</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 type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input type="checkbox"/> Annually <input checked="" type="checkbox"/> As needed			12. File Becomes Inactive After <u>2</u> Month(s) <input checked="" type="checkbox"/> Year(s) Number		
13. Current Location(s) (Bldg., Floor, Room) Special Operations Division 7777 Washington Blvd Jessup, MD 20794			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 State Federal 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 all files for 2 years then destroy.		
19. Name and Title of Preparer Leesa M. Radja, Administrative Aid		20. Telephone Number 410-799-4548		21. Date 10-30-13	

<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>5</u> of <u>48</u></p>	
<p>1. Department/Agency Department of State Police</p>		<p>2. Division Special Operations Division</p>		<p>3. Unit K9 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 28-5 K9 Personnel Information</p>				<p>5. Earliest Year/Latest Year 2005 to <u>2013</u> Present</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 completed K9 Personnel Information forms (MSP 28-5) and miscellaneous information regarding K9 training requests, special assignments, and correspondence.</p>					
<p>7. Record Series Format(s) List all</p> <p><input checked="" type="checkbox"/> Letter Size Microfilm</p> <p>Legal Size Computer Tape</p> <p>Audio Tape Floppy Disk</p> <p>Bound Book Video Tape</p> <p>Other (specify) _____</p>		<p>8. Record Series Sequence</p> <p><input checked="" type="checkbox"/> Alphabetical</p> <p>Numerical</p> <p>Chronological</p> <p>Geographical</p> <p>Other (specify) _____</p>		<p>9. Volume</p> <p><input checked="" type="checkbox"/> File Drawer(s)</p> <p>1 Microfilm Reel(s)</p> <p>Number Computer Tape(s)</p> <p>Other (specify) _____</p>	
				<p>10. Annual Accumulation</p> <p><input checked="" type="checkbox"/> File Drawer(s)</p> <p>Less than Microfilm Reel(s)</p> <p>1 Computer Tape(s)</p> <p>Number Other (specify) _____</p>	
<p>11. File is Used</p> <p>Daily Weekly Monthly Annually <input checked="" type="checkbox"/> As needed</p>			<p>12. File Becomes Inactive After</p> <p><u>3</u> Month(s) <input checked="" type="checkbox"/> Year(s) Post Retirement</p> <p>Number</p>		
<p>13. Current Location(s) (Bldg., Floor, Room) Special Operations Division 7777 Washington Blvd Jessup, MD 20794</p>			<p>14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)</p> <p>Yes <input checked="" type="checkbox"/> No</p>		
<p>15. Access Restrictions (If Yes, cite Law(s) & Regulation(s))</p> <p>Yes <input checked="" type="checkbox"/> No</p>			<p>16. Audit Requirements</p> <p><input checked="" type="checkbox"/> None State Federal Independent</p>		
<p>17. Is an Index System used? If yes, explain briefly and describe requirements</p> <p>Yes <input checked="" type="checkbox"/> No</p>			<p>18. Recommended Retention</p> <p>Maintain for the service life of the dog plus 3 years post retirement, then destroy.</p>		
<p>19. Name and Title of Preparer Leesa M. Radja, Administrative Aid</p>		<p>20. Telephone Number 410-799-4548</p>		<p>21. Date 10-30-13</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)		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>6</u> OF <u>48</u>	
1. Department/Agency Department of State Police		2. Division Special Operations Division		3. Unit K9 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 28-6 K9 Unit Training				5. Earliest Year/Latest Year 2005 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.) Contains all files/documents related to training. Files are separated by year.					
7. Record Series Format(s) List all <input checked="" type="checkbox"/> Letter Size Microfilm <input type="checkbox"/> Legal Size Computer Tape <input type="checkbox"/> Audio Tape Floppy Disk <input type="checkbox"/> Bound Book Video Tape Other (specify) _____		8. Record Series Sequence <input type="checkbox"/> Alphabetical <input type="checkbox"/> Numerical <input checked="" type="checkbox"/> Chronological <input type="checkbox"/> Geographical Other (specify) _____		9. Volume <input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) Other (specify) _____ 10. Annual Accumulation <input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) Other (specify) _____	
11. File is Used <input type="checkbox"/> Daily <input type="checkbox"/> Weekly <input checked="" type="checkbox"/> Monthly <input type="checkbox"/> Annually			12. File Becomes Inactive After <u>3</u> Month(s) <input checked="" type="checkbox"/> Year(s) Post Retiremt		
13. Current Location(s) (Bldg., Floor, Room) Special Operations Division 7777 Washington Blvd Jessup, MD 20794			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 State Federal 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 Maintain for the service life of the dog plus 3 years post retirement, then destroy.		
19. Name and Title of Preparer Leesa M. Radja, Administrative Aid		20. Telephone Number 410-799-4548		21. Date 10-30-13	

<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>7</u> of <u>48</u></p>	
<p>1. Department/Agency Department of State Police</p>		<p>2. Division Special Operations Division</p>		<p>3. Unit K9 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 28-7 Training Folders for Other Agencies</p>				<p>5. Earliest Year/Latest Year 2005 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.) Contains all notes, evaluation forms, K9 Personnel Information forms (MSP 28-5) reference training other agency personnel. Filed alphabetically by name with agency listed on label.</p>					
<p>7. Record Series Format(s) List all</p> <p>Letter Size Microfilm Legal Size Computer Tape Audio Tape Floppy Disk Bound Book Video Tape <input checked="" type="checkbox"/> Other (specify) <u>Binder</u></p>		<p>8. Record Series Sequence</p> <p><input checked="" type="checkbox"/> Alphabetical Numerical Chronological Geographical Other (specify) _____</p>		<p>9. Volume</p> <p><input checked="" type="checkbox"/> File Drawer(s) Microfilm Reel(s) <u>1</u> Computer Tape(s) Number Other (specify) _____</p> <p>10. Annual Accumulation</p> <p><input checked="" type="checkbox"/> File Drawer(s) Less than Microfilm Reel(s) <u>1</u> Computer Tape(s) Number Other (specify) _____</p>	
<p>11. File is Used</p> <p>Daily Weekly Monthly Annually <input checked="" type="checkbox"/> As Needed</p>			<p>12. File Becomes Inactive After</p> <p><u>3</u> Month(s) <input checked="" type="checkbox"/> Year(s) Post Retirement Number</p>		
<p>13. Current Location(s) (Bldg., Floor, Room) Special Operations Division 7777 Washington Blvd Jessup, MD 20794</p>			<p>14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)</p> <p>Yes <input checked="" type="checkbox"/> No</p>		
<p>15. Access Restrictions (If Yes, cite Law(s) & Regulation(s))</p> <p>Yes <input checked="" type="checkbox"/> No</p>			<p>16. Audit Requirements</p> <p><input checked="" type="checkbox"/> None State Federal Independent</p>		
<p>17. Is an Index System used? If yes, explain briefly and describe requirements</p> <p>Yes <input checked="" type="checkbox"/> No</p>			<p>18. Recommended Retention</p> <p>Retain for service life of the dog plus 3 years post retirement then destroy.</p>		
<p>19. Name and Title of Preparer Leesa M. Radja, Administrative Aid</p>		<p>20. Telephone Number 410-799-4548</p>		<p>21. Date 10-31-13</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)		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>8</u> OF <u>48</u>	
1. Department/Agency Department of State Police		2. Division Special Operations Division		3. Unit K9 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 28-8 K9 Unit Search Reports				5. Earliest Year/Latest Year 2005 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.) Contains for MSP 28-9. Filed alphabetically by name of handler. Filemay contain up to three dogs as assigned. Files separated by year.					
7. Record Series Format(s) List all <input checked="" type="checkbox"/> Letter Size Microfilm <input type="checkbox"/> Legal Size Computer Tape <input type="checkbox"/> Audio Tape Floppy Disk <input type="checkbox"/> Bound Book Video Tape <input type="checkbox"/> Other (specify) _____		8. Record Series Sequence <input checked="" type="checkbox"/> Alphabetical by year <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) _____ 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) _____	
11. File is Used <input type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input type="checkbox"/> Annually <input checked="" type="checkbox"/> As needed			12. File Becomes Inactive After <input type="checkbox"/> <u>3</u> Month(s) <input checked="" type="checkbox"/> Year(s) Post Retirement		
13. Current Location(s) (Bldg., Floor, Room) Special Operations Division 7777 Washington Blvd Jessup, MD 20794			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 service life of the dog plus 3 years post retirement, then destroy.		
19. Name and Title of Preparer Leesa M. Radja, Administrative Aid		20. Telephone Number 410-799-4548		21. Date 10-31-13	

<u>Instructions</u> -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>9</u> OF <u>48</u>	
1. Department/Agency Department of State Police		2. Division Special Operations Division		3. Unit K9 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 28-9 K9 Unit Dogs' History/Medical/Miscellaneous Records				5. Earliest Year/Latest Year 2005 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.) Contain copy of forms MSP 28-1, 28-2, vaccine records, medical records, miscellaneous donation papers from donors.					
7. Record Series Format(s) List all <input checked="" type="checkbox"/> Letter Size Microfilm Legal Size Computer Tape Audio Tape Floppy Disk Bound Book Video Tape Other (specify) _____		8. Record Series Sequence <input checked="" type="checkbox"/> Alphabetical Numerical Chronological Geographical Other (specify) _____		9. Volume <input checked="" type="checkbox"/> File Drawer(s) Microfilm Reel(s) Computer Tape(s) Other (specify) _____ 10. Annual Accumulation <input checked="" type="checkbox"/> File Drawer(s) Less than Microfilm Reel(s) Number 1 Computer Tape(s) Other (specify) _____	
11. File is Used Daily Weekly Monthly Annually <input checked="" type="checkbox"/> As needed			12. File Becomes Inactive After <u>3</u> Month(s) <input checked="" type="checkbox"/> Year(s) Post Retirement.		
13. Current Location(s) (Bldg., Floor, Room) Special Operations Division 7777 Washington Blvd Jessup, MD 20794			14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) 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 State Federal Independent		
17. Is an Index System used? If yes, explain briefly and describe requirements Yes <input checked="" type="checkbox"/> No			18. Recommended Retention Retain for the service life of the dog plus 3 years post retirement then destroy.		
19. Name and Title of Preparer Leesa M. Radja, Administrative Aid		20. Telephone Number 410-799-4548		21. Date 10-31-13	

<u>Instructions</u> -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>48</u>	
1. Department/Agency Department of State Police		2. Division Special Operations Division		3. Unit K9 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 28-10 K9 Training and Accountability Log				5. Earliest Year/Latest Year <u>2008</u> <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 log used to sign out/in training aids. Maintained in K9 Center bunker. Completed log audit forms are kept at the K9 Unit in Waterloo.					
7. Record Series Format(s) List all <input checked="" type="checkbox"/> Letter Size Microfilm Legal Size Computer Tape Audio Tape Floppy Disk Bound Book Video Tape Other (specify) _____		8. Record Series Sequence Alphabetical Numerical <input checked="" type="checkbox"/> Chronological Geographical Other (specify) _____		9. Volume <input checked="" type="checkbox"/> File Drawer(s) Less than Microfilm Reel(s) <u>1</u> Number Computer Tape(s) Other (specify) _____	
				10. Annual Accumulation <input checked="" type="checkbox"/> File Drawer(s) Less than Microfilm Reel(s) <u>1</u> Number Computer Tape(s) Other (specify) _____	
11. File is Used Daily Weekly Monthly Annually <input checked="" type="checkbox"/> As needed			12. File Becomes Inactive After <u>5</u> Month(s) <input checked="" type="checkbox"/> Year(s) Number		
13. Current Location(s) (Bldg., Floor, Room) Special Operations Division 7777 Washington Blvd Jessup, MD 20794			14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) 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 State Federal Independent		
17. Is an Index System used? If yes, explain briefly and describe requirements Yes <input checked="" type="checkbox"/> No			18. Recommended Retention Retain 5 years then destroy.		
19. Name and Title of Preparer Leesa M. Radja, Administrative Aid		20. Telephone Number 410-799-4548		21. Date 10-31-13	

<u>Instructions</u> -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>48</u>	
1. Department/Agency Department of State Police		2. Division Special Operations Division		3. Unit K9 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 28-11 Controlled Dangerous Substance (CDS)/Explosive Training Aid Inventory/Loss Reports				5. Earliest Year/Latest Year - <u>2008</u> - <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 reports of damage or loss to aids while training and a separate inventory form for all CDS/Explosive Training Aids (MSP form numbers pending). Inventory/audit is completed twice a year.					
7. Record Series Format(s) List all <input checked="" type="checkbox"/> Letter Size Microfilm <input type="checkbox"/> Legal Size Computer Tape <input type="checkbox"/> Audio Tape Floppy Disk <input type="checkbox"/> Bound Book Video Tape Other (specify) _____		8. Record Series Sequence <input type="checkbox"/> Alphabetical <input type="checkbox"/> Numerical <input checked="" type="checkbox"/> Chronological <input type="checkbox"/> Geographical Other (specify) _____		9. Volume <input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Less than <u>1</u> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) Number Other (specify) _____ 10. Annual Accumulation <input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Less than <u>1</u> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) Number Other (specify) _____	
11. File is Used <input type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input type="checkbox"/> Annually <input checked="" type="checkbox"/> As needed			12. File Becomes Inactive After <u>5</u> Month(s) <input checked="" type="checkbox"/> Year(s) Number		
13. Current Location(s) (Bldg., Floor, Room) Special Operations Division 7777 Washington Blvd Jessup, MD 20794			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 5 years then destroy.		
19. Name and Title of Preparer Leesa M. Radja, Administrative Aid		20. Telephone Number 410-799-4548		21. Date 11-1-13	

<u>Instructions</u> -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 410-799-1830		AGENCY RECORDS INVENTORY PAGE <u>12</u> of <u>48</u>	
1. Department/Agency Department of State Police		2. Division Special Operations Division		3. Unit K9 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 28-12 K9 Policies & Procedures Manual MSP 28-06				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.) Self-explanatory.					
7. Record Series Format(s) List all Letter Size Microfilm Legal Size Computer Tape Audio Tape Floppy Disk <input checked="" type="checkbox"/> Bound Book Video Tape Other (specify) _____		8. Record Series Sequence <input checked="" type="checkbox"/> Alphabetical Numerical Chronological Geographical Other (specify) _____		9. Volume File Drawer(s) Microfilm Reel(s) Computer Tape(s) Other (specify) <u>Binder</u> 10. Annual Accumulation File Drawer(s) Microfilm Reel(s) Computer Tape(s) Other (specify) <u>Binder</u>	
11. File is Used Daily Weekly Monthly Annually <input checked="" type="checkbox"/> As needed			12. File Becomes Inactive After <u>Superseded</u> Month(s) Year(s) Number		
13. Current Location(s) (Bldg., Floor, Room) Special Operations Division 7777 Washington Blvd Jessup, MD 20794			14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) 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 State Federal Independent		
17. Is an Index System used? If yes, explain briefly and describe requirements Yes <input checked="" type="checkbox"/> No			18. Recommended Retention Retain until superseded then destroy.		
19. Name and Title of Preparer Leesa M. Radja, Administrative Aid		20. Telephone Number 410-799-4548		21. Date 11-1-13	

<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>13</u> OF <u>48</u></p>	
<p>1. Department/Agency Department of State Police</p>		<p>2. Division Special Operations Division</p>		<p>3. Unit K9 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 28-13 K9 Activity Summary</p>				<p>5. Earliest Year/Latest Year 2012 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.) Contains K9 Summary Activity Reports (Form 40).</p>					
<p>7. Record Series Format(s) List all</p> <p><input checked="" type="checkbox"/> Letter Size Microfilm</p> <p>Legal Size Computer Tape</p> <p>Audio Tape Floppy Disk</p> <p>Bound Book Video Tape</p> <p>Other (specify) _____</p>		<p>8. Record Series Sequence</p> <p><input checked="" type="checkbox"/> Alphabetical</p> <p>Numerical</p> <p>Chronological</p> <p>Geographical</p> <p>Other (specify) _____</p>		<p>9. Volume</p> <p><input checked="" type="checkbox"/> File Drawer(s)</p> <p>Microfilm Reel(s)</p> <p>Computer Tape(s)</p> <p>Other (specify) _____</p> <p>1 Number</p>	
				<p>10. Annual Accumulation</p> <p><input checked="" type="checkbox"/> File Drawer(s)</p> <p>Microfilm Reel(s)</p> <p>Computer Tape(s)</p> <p>Other (specify) _____</p> <p>Less than 1 Number</p>	
<p>11. File is Used</p> <p>Daily <input checked="" type="checkbox"/> Weekly Monthly Annually</p>			<p>12. File Becomes Inactive After</p> <p><u>1</u> Month(s) <input checked="" type="checkbox"/> Year(s)</p> <p>Number</p>		
<p>13. Current Location(s) (Bldg., Floor, Room) Special Operations Division 7777 Washington Blvd Jessup, MD 20794</p>			<p>14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)</p> <p><input checked="" type="checkbox"/> Yes No</p> <p>State of Maryland Google Drive</p>		
<p>15. Access Restrictions (If Yes, cite Law(s) & Regulation(s))</p> <p>Yes <input checked="" type="checkbox"/> No</p>			<p>16. Audit Requirements</p> <p><input checked="" type="checkbox"/> None State Federal Independent</p>		
<p>17. Is an Index System used? If yes, explain briefly and describe requirements</p> <p>Yes <input checked="" type="checkbox"/> No</p>			<p>18. Recommended Retention</p> <p>Retain 1 year then destroy.</p>		
<p>19. Name and Title of Preparer Leesa M. Radja, Administrative Aid</p>		<p>20. Telephone Number 410-799-4548</p>		<p>21. Date 11-1-13</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)		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>14</u> OF <u>48</u>	
1. Department/Agency Department of State Police		2. Division Special Operations Division		3. Unit K9 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 28-14 K9 Registration/License				5. Earliest Year/Latest Year 2010 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 registrations for K9 licenses (MSP 29-54). Also maintained electronically with Licensing Division.					
7. Record Series Format(s) List all <input checked="" type="checkbox"/> Letter Size Microfilm Legal Size Computer Tape Audio Tape Floppy Disk Bound Book Video Tape Other (specify) _____		8. Record Series Sequence <input checked="" type="checkbox"/> Alphabetical Numerical Chronological Geographical Other (specify) _____		9. Volume <input checked="" type="checkbox"/> File Drawer(s) 1 Microfilm Reel(s) _____ Computer Tape(s) Number Other (specify) _____	
				10. Annual Accumulation <input checked="" type="checkbox"/> File Drawer(s) Less than Microfilm Reel(s) Number 1 Computer Tape(s) _____ Other (specify) _____	
11. File is Used Daily Weekly Monthly Annually <input checked="" type="checkbox"/> As Needed			12. File Becomes Inactive After <u>3</u> Month(s) <input checked="" type="checkbox"/> Year(s) Post Retirement Number		
13. Current Location(s) (Bldg., Floor, Room) Special Operations Division 7777 Washington Blvd Jessup, MD 20794			14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) <input checked="" type="checkbox"/> Yes No Electronically at the Licensing Division		
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)) Yes <input checked="" type="checkbox"/> No			16. Audit Requirements <input checked="" type="checkbox"/> None State Federal Independent		
17. Is an Index System used? If yes, explain briefly and describe requirements Yes <input checked="" type="checkbox"/> No			18. Recommended Retention Retain for service life of dog plus 3 years post retirement then destroy.		
19. Name and Title of Preparer Leesa M. Radja, Administrative Aid		20. Telephone Number 410-799-4548		21. Date 11-1-13	

<u>Instructions</u> -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>16</u> OF <u>48</u>	
1. Department/Agency Department of State Police		2. Division Special Operations Division		3. Unit Motor 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 60-2 Motor Unit Application Process				5. Earliest Year/Latest Year 2012 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.) Also contains all application associated paperwork.					
7. Record Series Format(s) List all Letter Size Microfilm Legal Size Computer Tape Audio Tape Floppy Disk <input checked="" type="checkbox"/> Bound Book Video Tape Other (specify) _____		8. Record Series Sequence Alphabetical Numerical Chronological Geographical <input checked="" type="checkbox"/> Other (specify) Chapter		9. Volume File Drawer(s) Microfilm Reel(s) <u>1</u> Computer Tape(s) Number X Other (specify) Binder	
				10. Annual Accumulation File Drawer(s) Microfilm Reel(s) <u>1</u> Computer Tape(s) Number X Other (specify) Binder	
11. File is Used Daily Weekly Monthly Annually <input checked="" type="checkbox"/> As needed			12. File Becomes Inactive After <u>3</u> Month(s) X Year(s) or time with unit + 3 years		
13. Current Location(s) (Bldg., Floor, Room) Special Operations Division 7777 Washington Blvd Jessup, MD 20794			14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) <input checked="" type="checkbox"/> Yes No Electronically.		
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)) Yes <input checked="" type="checkbox"/> No			16. Audit Requirements <input checked="" type="checkbox"/> None State Federal Independent		
17. Is an Index System used? If yes, explain briefly and describe requirements Yes <input checked="" type="checkbox"/> No			18. Recommended Retention For accepted applicants - maintain for length of time member remains on the unit plus 3 yrs., for applicants not accepted - maintain 3 yrs then destroy.		
19. Name and Title of Preparer Leesa M. Radja, Administrative Aid		20. Telephone Number 410-799-4548		21. Date 11/15/13	

<u>Instructions</u> -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>17</u> OF <u>48</u>	
1. Department/Agency Department of State Police		2. Division Special Operations Division		3. Unit Motor 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 60-3 Motor Unit Team Roster				5. Earliest Year/Latest Year 2013 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.) Self explanatory.					
7. Record Series Format(s) List all <input checked="" type="checkbox"/> Letter Size Microfilm Legal Size Computer Tape Audio Tape Floppy Disk Bound Book Video Tape Other (specify) _____		8. Record Series Sequence Alphabetical Numerical <input checked="" type="checkbox"/> Chronological date of <u>edit</u> Geographical Other (specify) _____		9. Volume File Drawer(s) Microfilm Reel(s) $\frac{1}{\text{Number}}$ Computer Tape(s) <input checked="" type="checkbox"/> Other (specify) <u>Binder</u>	
				10. Annual Accumulation File Drawer(s) Microfilm Reel(s) $\frac{1}{\text{Number}}$ Computer Tape(s) <input checked="" type="checkbox"/> Other (specify) <u>Binder</u>	
11. File is Used Daily Weekly <input checked="" type="checkbox"/> Monthly Annually			12. File Becomes Inactive After <u>Superseded</u> Month(s) Year(s) Number		
13. Current Location(s) (Bldg., Floor, Room) Special Operations Division 7777 Washington Blvd Jessup, MD 20794			14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) <input checked="" type="checkbox"/> Yes No <u>Electronically.</u>		
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)) Yes <input checked="" type="checkbox"/> No			16. Audit Requirements <input checked="" type="checkbox"/> None State Federal Independent		
17. Is an Index System used? If yes, explain briefly and describe requirements Yes <input checked="" type="checkbox"/> No			18. Recommended Retention Retain current roster until superseded then destroy.		
19. Name and Title of Preparer Leesa M. Radja, Administrative Aid		20. Telephone Number 410-799-4548		21. Date 11/15/13	

<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>18</u> of <u>48</u></p>	
<p>1. Department/Agency Department of State Police</p>		<p>2. Division Special Operations Division</p>		<p>3. Unit Motor 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 60-4 Motor Unit Training Files</p>				<p>5. Earliest Year/Latest Year <u>2004</u> - <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 attendance forms and certificates.</p>					
<p>7. Record Series Format(s) List all</p> <p>Letter Size Microfilm Legal Size Computer Tape Audio Tape Floppy Disk <input checked="" type="checkbox"/> Bound Book Video Tape Other (specify) _____</p>		<p>8. Record Series Sequence</p> <p>Alphabetical Numerical <input checked="" type="checkbox"/> Chronological Geographical Other (specify) _____</p>		<p>9. Volume</p> <p><input checked="" type="checkbox"/> File Drawer(s) Microfilm Reel(s) Less than _____ Computer Tape(s) Number <u>1</u> Other (specify) _____</p>	
				<p>10. Annual Accumulation</p> <p><input checked="" type="checkbox"/> File Drawer(s) Microfilm Reel(s) Less than _____ Computer Tape(s) Number <u>1</u> Other (specify) _____</p>	
<p>11. File is Used</p> <p>Daily Weekly Monthly Annually <input checked="" type="checkbox"/> As needed</p>			<p>12. File Becomes Inactive After</p> <p><u>10</u> _____ Month(s) <input checked="" type="checkbox"/> Year(s) Number</p>		
<p>13. Current Location(s) (Bldg., Floor, Room) Special Operations Division 7777 Washington Blvd Jessup, MD 20794</p>			<p>14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)</p> <p>Yes <input checked="" type="checkbox"/> No</p>		
<p>15. Access Restrictions (If Yes, cite Law(s) & Regulation(s))</p> <p>Yes <input checked="" type="checkbox"/> No</p>			<p>16. Audit Requirements</p> <p><input checked="" type="checkbox"/> None State Federal Independent</p>		
<p>17. Is an Index System used? If yes, explain briefly and describe requirements</p> <p>Yes <input checked="" type="checkbox"/> No</p>			<p>18. Recommended Retention Retain for 10 years for court then destroy.</p>		
<p>19. Name and Title of Preparer Leesa M. Radja, Administrative Aid</p>		<p>20. Telephone Number 410-799-4548</p>		<p>21. Date 11/15/13</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>19</u> OF <u>48</u>	
1. Department/Agency Department of State Police		2. Division Special Operations Division		3. Unit Motor 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 60-5 ATV Training				5. Earliest Year/Latest Year 2013 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.) Self explanatory.					
7. Record Series Format(s) List all Letter Size Microfilm Legal Size Computer Tape Audio Tape Floppy Disk <input checked="" type="checkbox"/> Bound Book Video Tape Other (specify) _____		8. Record Series Sequence Alphabetical Numerical <input checked="" type="checkbox"/> Chronological Geographical Other (specify) _____		9. Volume File Drawer(s) Microfilm Reel(s) $\frac{1}{\text{Number}}$ Computer Tape(s) <input checked="" type="checkbox"/> Other (specify) Binder	
				10. Annual Accumulation File Drawer(s) Microfilm Reel(s) $\frac{1}{\text{Number}}$ Computer Tape(s) <input checked="" type="checkbox"/> Other (specify) Binder	
11. File is Used Daily Weekly Monthly Annually <input checked="" type="checkbox"/> As needed			12. File Becomes Inactive After Superseded Month(s) Year(s) Number		
13. Current Location(s) (Bldg., Floor, Room) Special Operations Division 7777 Washington Blvd Jessup, MD 20794			14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) 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 State Federal Independent		
17. Is an Index System used? If yes, explain briefly and describe requirements Yes <input checked="" type="checkbox"/> No			18. Recommended Retention Retain until superseded then destroy.		
19. Name and Title of Preparer Leesa M. Radja, Administrative Aid		20. Telephone Number 410-799-4548		21. Date 11/15/13	

<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>20</u> OF <u>48</u></p>	
<p>1. Department/Agency Department of State Police</p>		<p>2. Division Special Operations Division</p>		<p>3. Unit Motor 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 Eligibility List of Current Riders <u>60-6</u></p>				<p>5. Earliest Year/Latest Year 2013 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.) Self explanatory.</p>					
<p>7. Record Series Format(s) List all</p> <p><input checked="" type="checkbox"/> Letter Size Microfilm</p> <p>Legal Size Computer Tape</p> <p>Audio Tape Floppy Disk</p> <p>Bound Book Video Tape</p> <p>Other (specify) _____</p>		<p>8. Record Series Sequence</p> <p>Alphabetical</p> <p>Numerical</p> <p><input checked="" type="checkbox"/> Chronological</p> <p>Geographical</p> <p>Other (specify) _____</p>		<p>9. Volume</p> <p>File Drawer(s)</p> <p>Microfilm Reel(s)</p> <p><u>1</u> Computer Tape(s) Number</p> <p><input checked="" type="checkbox"/> Other (specify) <u>Binder</u></p>	
				<p>10. Annual Accumulation</p> <p>File Drawer(s)</p> <p>Microfilm Reel(s)</p> <p>Computer Tape(s)</p> <p><input checked="" type="checkbox"/> Other (specify) <u>Binder</u></p>	
<p>11. File is Used</p> <p>Daily Weekly Monthly Annually <input checked="" type="checkbox"/> As needed</p>			<p>12. File Becomes Inactive After</p> <p><u>3</u> Month(s) <input checked="" type="checkbox"/> Year(s) Number</p>		
<p>13. Current Location(s) (Bldg., Floor, Room) Special Operations Division 7777 Washington Blvd Jessup, MD 20794</p>			<p>14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)</p> <p><input checked="" type="checkbox"/> Yes No <u>Electronically.</u></p>		
<p>15. Access Restrictions (If Yes, cite Law(s) & Regulation(s))</p> <p>Yes <input checked="" type="checkbox"/> No</p>			<p>16. Audit Requirements</p> <p><input checked="" type="checkbox"/> None State Federal Independent</p>		
<p>17. Is an Index System used? If yes, explain briefly and describe requirements</p> <p>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 Leesa M. Radja, Administrative Aid</p>		<p>20. Telephone Number 410-799-4548</p>		<p>21. Date 11-15-13</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>21</u> OF <u>48</u>	
1. Department/Agency Department of State Police		2. Division Special Operations Division		3. Unit Mobile Field Force (MFF) 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 70-1 Mobile Field Force Manual				5. Earliest Year/Latest Year 2013 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.) Self explanatory.					
7. Record Series Format(s) List all Letter Size Microfilm Legal Size Computer Tape Audio Tape Floppy Disk <input checked="" type="checkbox"/> Bound Book Video Tape Other (specify) _____		8. Record Series Sequence Alphabetical Numerical Chronological Geographical <input checked="" type="checkbox"/> Other (specify) Manual		9. Volume File Drawer(s) Microfilm Reel(s) $\frac{1}{\text{Number}}$ Computer Tape(s) <input checked="" type="checkbox"/> Other (specify) Bound book	
				10. Annual Accumulation File Drawer(s) Microfilm Reel(s) $\frac{1}{\text{Number}}$ Computer Tape(s) <input checked="" type="checkbox"/> Other (specify) Bound book	
11. File is Used Daily <input checked="" type="checkbox"/> Weekly Monthly Annually			12. File Becomes Inactive After Superseded Month(s) Year(s) Number		
13. Current Location(s) (Bldg., Floor, Room) Special Operations Division 7777 Washington Blvd Jessup, MD 20794			14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) <input checked="" type="checkbox"/> Yes No Electronic:USB and computer hard drive		
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)) Yes <input checked="" type="checkbox"/> No			16. Audit Requirements <input checked="" type="checkbox"/> None State Federal Independent		
17. Is an Index System used? If yes, explain briefly and describe requirements Yes <input checked="" type="checkbox"/> No			18. Recommended Retention Retain until superseded then destroy.		
19. Name and Title of Preparer Leesa M. Radja, Administrative Aid		20. Telephone Number 410-799-4548		21. Date 11-5-13	

<u>Instructions</u> -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>22</u> OF <u>48</u>	
1. Department/Agency Department of State Police		2. Division Special Operations Division		3. Unit MFF 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 70-2 Support Activities				5. Earliest Year/Latest Year 2008 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.) Includes files on requests for security, support (e.g., inauguration, festivals, sporting events).					
7. Record Series Format(s) List all <input checked="" type="checkbox"/> Letter Size Microfilm Legal Size Computer Tape Audio Tape Floppy Disk Bound Book Video Tape Other (specify) _____		8. Record Series Sequence Alphabetical Numerical <input checked="" type="checkbox"/> Chronological Geographical Other (specify) _____		9. Volume <input checked="" type="checkbox"/> File Drawer(s) Microfilm Reel(s) <u>1</u> Cabinet Number Computer Tape(s) Other (specify) _____	
				10. Annual Accumulation <input checked="" type="checkbox"/> File Drawer(s) Microfilm Reel(s) <u>1</u> Number Computer Tape(s) Other (specify) _____	
11. File is Used Daily Weekly <input checked="" type="checkbox"/> Monthly Annually			12. File Becomes Inactive After <u>5</u> Month(s) <input checked="" type="checkbox"/> Year(s) Number		
13. Current Location(s) (Bldg., Floor, Room) Special Operations Division 7777 Washington Blvd Jessup, MD 20794			14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) 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 State Federal Independent		
17. Is an Index System used? If yes, explain briefly and describe requirements Yes <input checked="" type="checkbox"/> No			18. Recommended Retention Retain 5 years then destroy.		
19. Name and Title of Preparer Leesa M. Radja, Administrative Aid		20. Telephone Number 410-799-4548		21. Date 11-5-13	

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>23</u> OF <u>48</u>
	1. Department/Agency Department of State Police	2. Division Special Operations Division	3. Unit MFF 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 70-5 Tactical Equipment Inventory Log		5. Earliest Year/Latest Year 1989, 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.) Self explanatory. <i>List of tactical equipment items and where located.</i>			
7. Record Series Format(s) List all Letter Size Microfilm Legal Size Computer Tape Audio Tape Floppy Disk Bound Book Video Tape X Other (specify) <u>Form</u>		8. Record Series Sequence Alphabetical X Numerical Chronological Geographical Other (specify) _____	
		9. Volume File Drawer(s) Microfilm Reel(s) $\frac{1}{\text{Number}}$ Computer Tape(s) X Other (specify) <u>Folder</u>	
		10. Annual Accumulation File Drawer(s) Microfilm Reel(s) $\frac{1}{\text{Number}}$ Computer Tape(s) X Other (specify) <u>Folder</u>	
11. File is Used Daily Weekly Monthly X Annually		12. File Becomes Inactive After $\frac{10}{\text{Number}}$ Month(s) X Year(s)	
13. Current Location(s) (Bldg., Floor, Room) Special Operations Division 7777 Washington Blvd Jessup, MD 20794		14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) X Yes No <u>Barrack level</u>	
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)) Yes X No		16. Audit Requirements X None State Federal Independent	
17. Is an Index System used? If yes, explain briefly and describe requirements Yes X No		18. Recommended Retention Retain 10 years then destroy.	
19. Name and Title of Preparer Leesa M. Radja, Administrative Aid		20. Telephone Number 410-799-4548	21. Date 11-5-13

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>24</u> OF <u>48</u>

1. Department/Agency Department of State Police	2. Division Special Operations Division	3. Unit MFF Unit
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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.

4. Record Series Title 70-6 Tactical Training Schedules	5. Earliest Year/Latest Year 2008 to 2013
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6. Record Series Description (Briefly describe the types of information/documents/forms in the series. Include the purpose or function of the series.)
 Yearly schedules for tactical training.

7. Record Series Format(s) List all Letter Size Microfilm Legal Size Computer Tape Audio Tape Floppy Disk Bound Book Video Tape <input checked="" type="checkbox"/> Other (specify) <u>Form</u>	8. Record Series Sequence Alphabetical Numerical <input checked="" type="checkbox"/> Chronological Geographical Other (specify) _____	9. Volume <input checked="" type="checkbox"/> File Drawers CABINET Microfilm Reel(s) <u>1</u> Number Computer Tape(s) Other (specify) _____
		10. Annual Accumulation <input checked="" type="checkbox"/> File Drawer(s) <u>1</u> Number Microfilm Reel(s) Computer Tape(s) Other (specify) _____

11. File is Used Daily Weekly Monthly Annually <input checked="" type="checkbox"/> Quarterly	12. File Becomes Inactive After <u>2</u> Month(s) <input checked="" type="checkbox"/> Year(s) Number
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13. Current Location(s) (Bldg., Floor, Room) Special Operations Division 7777 Washington Blvd Jessup, MD 20794	14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) Yes <input checked="" type="checkbox"/> No
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15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)) Yes <input checked="" type="checkbox"/> No	16. Audit Requirements <input checked="" type="checkbox"/> None State Federal Independent
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17. Is an Index System used? If yes, explain briefly and describe requirements Yes <input checked="" type="checkbox"/> No	18. Recommended Retention Retain 2 years then destroy.
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19. Name and Title of Preparer Leesa M. Radja, Administrative Aid	20. Telephone Number 410-799-4548	21. Date 11-5-13
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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>25</u> OF <u>48</u></p>	
<p>1. Department/Agency Department of State Police</p>		<p>2. Division Special Operations Division</p>		<p>3. Unit MFF 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 <u>70-7</u> Tactical and Mass Arrest Procedures Manual</p>				<p>5. Earliest Year/Latest Year <u>2013 to 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.) Self explanatory.</p>					
<p>7. Record Series Format(s) List all</p> <p>Letter Size Microfilm Legal Size Computer Tape Audio Tape Floppy Disk <input checked="" type="checkbox"/> Bound Book Video Tape Other (specify) _____</p>		<p>8. Record Series Sequence</p> <p>Alphabetical Numerical Chronological Geographical <input checked="" type="checkbox"/> Other (specify) <u>Manual</u></p>		<p>9. Volume</p> <p>File Drawer(s) Microfilm Reel(s) <u>1</u> Number <input checked="" type="checkbox"/> Other (specify) <u>Bound book</u></p>	
				<p>10. Annual Accumulation</p> <p>File Drawer(s) Microfilm Reel(s) <u>1</u> Number <input checked="" type="checkbox"/> Other (specify) <u>Bound book</u></p>	
<p>11. File is Used</p> <p>Daily <input checked="" type="checkbox"/> Weekly Monthly Annually</p>			<p>12. File Becomes Inactive After</p> <p><u>Superseded</u> Month(s) Year(s) Number</p>		
<p>13. Current Location(s) (Bldg., Floor, Room) Special Operations Division 7777 Washington Blvd Jessup, MD 20794</p>			<p>14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) <input checked="" type="checkbox"/> Yes No Electronic file: <u>USB and hard drive</u></p>		
<p>15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)) Yes <input checked="" type="checkbox"/> No</p>			<p>16. Audit Requirements <input checked="" type="checkbox"/> None State Federal Independent</p>		
<p>17. Is an Index System used? If yes, explain briefly and describe requirements Yes <input checked="" type="checkbox"/> No</p>			<p>18. Recommended Retention Retain until superseded then destroy.</p>		
<p>19. Name and Title of Preparer Leesa M. Radja, Administrative Aid</p>		<p>20. Telephone Number 410-799-4548</p>		<p>21. Date 11-5-13</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>AGENCY RECORDS INVENTORY</p> <p>PAGE <u>27</u> of <u>48</u></p>	
<p>1. Department/Agency Department of State Police</p>		<p>2. Division Special Operations Division</p>		<p>3. Unit S.T.A.T.E.</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 71-1 Strategic Tactical Assault Team Element (S.T.A.T.E.) Team Rosters</p>				<p>5. Earliest Year/Latest Year 2013 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.) Includes call-out rosters and personnel information sheets.</p>					
<p>7. Record Series Format(s) List all</p> <p><input checked="" type="checkbox"/> Letter Size Microfilm</p> <p>Legal Size Computer Tape</p> <p>Audio Tape Floppy Disk</p> <p>Bound Book Video Tape</p> <p>Other (specify) _____</p>		<p>8. Record Series Sequence</p> <p>Alphabetical</p> <p>Numerical</p> <p><input checked="" type="checkbox"/> Chronological</p> <p>Geographical</p> <p>Other (specify) _____</p>		<p>9. Volume</p> <p>File Drawer(s)</p> <p>Microfilm Reel(s)</p> <p><u>1</u> Number Computer Tape(s)</p> <p><input checked="" type="checkbox"/> Other (specify) File folder</p>	
				<p>10. Annual Accumulation</p> <p>File Drawer(s)</p> <p>Microfilm Reel(s)</p> <p><u>1</u> Number Computer Tape(s)</p> <p><input checked="" type="checkbox"/> Other (specify) File folder</p>	
<p>11. File is Used</p> <p>Daily Weekly Monthly Annually <input checked="" type="checkbox"/> As needed</p>			<p>12. File Becomes Inactive After</p> <p><u>Superseded</u> Month(s) Year(s)</p> <p>Number</p>		
<p>13. Current Location(s) (Bldg., Floor, Room) Special Operations Division 7777 Washington Blvd Jessup, MD 20794</p>			<p>14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)</p> <p>Yes <input checked="" type="checkbox"/> No</p>		
<p>15. Access Restrictions (If Yes, cite Law(s) & Regulation(s))</p> <p>Yes <input checked="" type="checkbox"/> No</p>			<p>16. Audit Requirements</p> <p><input checked="" type="checkbox"/> None State Federal Independent</p>		
<p>17. Is an Index System used? If yes, explain briefly and describe requirements</p> <p>Yes <input checked="" type="checkbox"/> No</p>			<p>18. Recommended Retention</p> <p>Retain current roster destroy outdated copy.</p>		
<p>19. Name and Title of Preparer Leesa M. Radja, Administrative Aid</p>		<p>20. Telephone Number 410-799-4548</p>		<p>21. Date 11-15-13</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>AGENCY RECORDS INVENTORY</p> <p>PAGE <u>28</u> OF <u>48</u></p>	
<p>1. Department/Agency Department of State Police</p>		<p>2. Division Special Operations Division</p>		<p>3. Unit S.T.A.T.E.</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 71-2 S.T.A.T.E. On-Call Schedules</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.) On-call schedules for current/future year.</p>					
<p>7. Record Series Format(s) List all</p> <p><input checked="" type="checkbox"/> Letter Size Microfilm</p> <p>Legal Size Computer Tape</p> <p>Audio Tape Floppy Disk</p> <p>Bound Book Video Tape</p> <p>Other (specify) _____</p>		<p>8. Record Series Sequence</p> <p>Alphabetical</p> <p>Numerical</p> <p><input checked="" type="checkbox"/> Chronological</p> <p>Geographical</p> <p>Other (specify) _____</p>		<p>9. Volume</p> <p>File Drawer(s)</p> <p>Microfilm Reel(s)</p> <p><u>1</u> Number Computer Tape(s)</p> <p><input checked="" type="checkbox"/> Other (specify) <u>File folder</u></p>	
				<p>10. Annual Accumulation</p> <p>File Drawer(s)</p> <p>Microfilm Reel(s)</p> <p><u>1</u> Number Computer Tape(s)</p> <p><input checked="" type="checkbox"/> Other (specify) <u>File folder</u></p>	
<p>11. File is Used</p> <p>Daily Weekly Monthly Annually <input checked="" type="checkbox"/> As needed</p>			<p>12. File Becomes Inactive After</p> <p><u>Superseded</u> Month(s) Year(s)</p> <p>Number</p>		
<p>13. Current Location(s) (Bldg., Floor, Room) Special Operations Division 7777 Washington Blvd Jessup, MD 20794</p>			<p>14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)</p> <p>Yes <input checked="" type="checkbox"/> No</p>		
<p>15. Access Restrictions (If Yes, cite Law(s) & Regulation(s))</p> <p>Yes <input checked="" type="checkbox"/> No</p>			<p>16. Audit Requirements</p> <p><input checked="" type="checkbox"/> None State Federal Independent</p>		
<p>17. Is an Index System used? If yes, explain briefly and describe requirements</p> <p>Yes <input checked="" type="checkbox"/> No</p>			<p>18. Recommended Retention</p> <p>Retain current schedules destroy outdated copy.</p>		
<p>19. Name and Title of Preparer Leesa M. Radja, Administrative Aid</p>		<p>20. Telephone Number 410-799-4548</p>		<p>21. Date 11-15-13</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>AGENCY RECORDS INVENTORY</p> <p>PAGE <u>29</u> OF <u>48</u></p>	
<p>1. Department/Agency Department of State Police</p>		<p>2. Division Special Operations Division</p>		<p>3. Unit S.T.A.T.E.</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 <i>Special Act</i> 71-3 S.T.A.T.E. After Action Reports</p>				<p>5. Earliest Year/Latest Year <u>2004</u> <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.) File includes after action reports from call-outs and completed Cost Analysis forms (MSP 138) attached to the After Action Report.</p>					
<p>7. Record Series Format(s) List all</p> <p><input checked="" type="checkbox"/> Letter Size Microfilm</p> <p>Legal Size Computer Tape</p> <p>Audio Tape Floppy Disk</p> <p>Bound Book Video Tape</p> <p>Other (specify) _____</p>		<p>8. Record Series Sequence</p> <p>Alphabetical</p> <p><input checked="" type="checkbox"/> Numerical</p> <p>Chronological</p> <p>Geographical</p> <p>Other (specify) _____</p>		<p>9. Volume</p> <p><u>2</u></p> <p>Number</p> <p><input checked="" type="checkbox"/> File Drawer(s) Cabinets</p> <p>Microfilm Reel(s)</p> <p>Computer Tape(s)</p> <p>Other (specify) _____</p>	
				<p>10. Annual Accumulation</p> <p><u>1</u></p> <p>Number</p> <p><input checked="" type="checkbox"/> File Drawer(s)</p> <p>Microfilm Reel(s)</p> <p>Computer Tape(s)</p> <p>Other (specify) _____</p>	
<p>11. File is Used</p> <p>Daily Weekly Monthly Annually <input checked="" type="checkbox"/> As needed</p>			<p>12. File Becomes Inactive After</p> <p><u>10</u> Month(s) <input checked="" type="checkbox"/> Year(s)</p> <p>Number</p>		
<p>13. Current Location(s) (Bldg., Floor, Room) Special Operations Division 7777 Washington Blvd Jessup, MD 20794</p>			<p>14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)</p> <p>Yes <input checked="" type="checkbox"/> No</p> <p>Archive maintained in TAC Shop.</p>		
<p>15. Access Restrictions (If Yes, cite Law(s) & Regulation(s))</p> <p>Yes <input checked="" type="checkbox"/> No</p>			<p>16. Audit Requirements</p> <p><input checked="" type="checkbox"/> None State Federal Independent</p>		
<p>17. Is an Index System used? If yes, explain briefly and describe requirements</p> <p>Yes <input checked="" type="checkbox"/> No</p>			<p>18. Recommended Retention</p> <p>Retain 10 years then destroy.</p>		
<p>19. Name and Title of Preparer Leesa M. Radja, Administrative Aid</p>		<p>20. Telephone Number 410-799-4548</p>		<p>21. Date 11-15-13</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>30</u> OF <u>48</u>	
1. Department/Agency Department of State Police		2. Division Special Operations Division		3. Unit S.T.A.T.E.	
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 71-4 Monthly Training Booklets				5. Earliest Year/Latest Year 2004 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.) Includes attendance forms, syllabi, court summonses, itinerary and training. Booklets also contain Quarterly Weapons Qualification score sheets and course outline. Sniper Course training booklets are also included. Files are arranged by month.					
7. Record Series Format(s) List all <input checked="" type="checkbox"/> Letter Size Microfilm Legal Size Computer Tape Audio Tape Floppy Disk Bound Book Video Tape Other (specify) _____		8. Record Series Sequence Alphabetical Numerical <input checked="" type="checkbox"/> Chronological Geographical Other (specify) _____		9. Volume <input checked="" type="checkbox"/> File Drawer(s) Microfilm Reel(s) Computer Tape(s) Other (specify) _____ 10. Annual Accumulation <input checked="" type="checkbox"/> File Drawer(s) Microfilm Reel(s) Computer Tape(s) Other (specify) _____	
11. File is Used Daily <input checked="" type="checkbox"/> Weekly Monthly Annually			12. File Becomes Inactive After <u>10</u> Month(s) <input checked="" type="checkbox"/> Year(s) Number		
13. Current Location(s) (Bldg., Floor, Room) Special Operations Division 7777 Washington Blvd Jessup, MD 20794			14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) 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 State Federal Independent		
17. Is an Index System used? If yes, explain briefly and describe requirements Yes <input checked="" type="checkbox"/> No			18. Recommended Retention Retain for 10 years then destroy.		
19. Name and Title of Preparer Leesa M. Radja, Administrative Aid		20. Telephone Number 410-799-4548		21. Date 11-15-13	

<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>31</u> OF <u>48</u></p>	
<p>1. Department/Agency Department of State Police</p>		<p>2. Division Special Operations Division</p>		<p>3. Unit S.T.A.T.E.</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 71-5 Special Training Files</p>				<p>5. Earliest Year/Latest Year <u>2004</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.) Files include training of allied agencies and special assignments regarding training or equipment use.</p>					
<p>7. Record Series Format(s) List all</p> <p><input checked="" type="checkbox"/> Letter Size Microfilm</p> <p>Legal Size Computer Tape</p> <p>Audio Tape Floppy Disk</p> <p>Bound Book Video Tape</p> <p>Other (specify) _____</p>		<p>8. Record Series Sequence</p> <p>Alphabetical</p> <p>Numerical</p> <p><input checked="" type="checkbox"/> Chronological</p> <p>Geographical</p> <p>Other (specify) _____</p>		<p>9. Volume</p> <p>File Drawer(s)</p> <p>Microfilm Reel(s)</p> <p><u>1</u> Computer Tape(s) Number <input checked="" type="checkbox"/> Other (specify) File folder</p>	
				<p>10. Annual Accumulation</p> <p>File Drawer(s)</p> <p>Microfilm Reel(s)</p> <p><u>1</u> Computer Tape(s) Number <input checked="" type="checkbox"/> Other (specify) File folder</p>	
<p>11. File is Used</p> <p>Daily Weekly Monthly Annually <input checked="" type="checkbox"/> As needed</p>			<p>12. File Becomes Inactive After</p> <p><u>10</u> Month(s) <input checked="" type="checkbox"/> Year(s) Number</p>		
<p>13. Current Location(s) (Bldg., Floor, Room) Special Operations Division 7777 Washington Blvd Jessup, MD 20794</p>			<p>14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)</p> <p>Yes <input checked="" type="checkbox"/> No</p>		
<p>15. Access Restrictions (If Yes, cite Law(s) & Regulation(s))</p> <p>Yes <input checked="" type="checkbox"/> No</p>			<p>16. Audit Requirements</p> <p><input checked="" type="checkbox"/> None State Federal Independent</p>		
<p>17. Is an Index System used? If yes, explain briefly and describe requirements</p> <p>Yes <input checked="" type="checkbox"/> No</p>			<p>18. Recommended Retention Retain 10 years then destroy.</p>		
<p>19. Name and Title of Preparer Leesa M. Radja, Administrative Aid</p>		<p>20. Telephone Number 410-799-4548</p>		<p>21. Date 11-15-13</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>AGENCY RECORDS INVENTORY</p> <p>PAGE <u>32</u> OF <u>48</u></p>	
<p>1. Department/Agency Department of State Police</p>		<p>2. Division Special Operations Division</p>		<p>3. Unit S.T.A.T.E.</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 71-6 Course Syllabi</p>				<p>5. Earliest Year/Latest Year <u>2013</u> - <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.) Files include course syllabi for Entry-Level Basic S.T.A.T.E. Training, Sniper Training and S.T.A.T.E. training other than monthly training.</p>					
<p>7. Record Series Format(s) List all</p> <p><input checked="" type="checkbox"/> Letter Size Microfilm Legal Size Computer Tape Audio Tape Floppy Disk Bound Book Video Tape Other (specify) _____</p>		<p>8. Record Series Sequence</p> <p>Alphabetical Numerical <input checked="" type="checkbox"/> Chronological Geographical Other (specify) _____</p>		<p>9. Volume</p> <p>File Drawer(s) Microfilm Reel(s) Computer Tape(s) <input checked="" type="checkbox"/> Other (specify) File folder</p> <p>1 Number</p>	
				<p>10. Annual Accumulation</p> <p>File Drawer(s) Microfilm Reel(s) Computer Tape(s) <input checked="" type="checkbox"/> Other (specify) File folder</p> <p>1 Number</p>	
<p>11. File is Used</p> <p>Daily Weekly Monthly Annually <input checked="" type="checkbox"/> As needed</p>			<p>12. File Becomes Inactive After</p> <p>Superseded Month(s) Year(s) Number</p>		
<p>13. Current Location(s) (Bldg., Floor, Room) Special Operations Division 7777 Washington Blvd Jessup, MD 20794</p>			<p>14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)</p> <p>Yes <input checked="" type="checkbox"/> No</p>		
<p>15. Access Restrictions (If Yes, cite Law(s) & Regulation(s))</p> <p>Yes <input checked="" type="checkbox"/> No</p>			<p>16. Audit Requirements</p> <p><input checked="" type="checkbox"/> None State Federal Independent</p>		
<p>17. Is an Index System used? If yes, explain briefly and describe requirements</p> <p>Yes <input checked="" type="checkbox"/> No</p>			<p>18. Recommended Retention Retain until superseded then destroy.</p>		
<p>19. Name and Title of Preparer Leesa M. Radja, Administrative Aid</p>		<p>20. Telephone Number 410-799-4548</p>		<p>21. Date 11-15-13</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>33</u> OF <u>48</u></p>	
<p>1. Department/Agency Department of State Police</p>		<p>2. Division Special Operations Division</p>		<p>3. Unit S.T.A.T.E.</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 71-7 Equipment Specifications</p>				<p>5. Earliest Year/ Latest Year 2000 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.) Includes specs written for requisitions to Quartermaster Division and equipment brochures.</p>					
<p>7. Record Series Format(s) List all</p> <p><input checked="" type="checkbox"/> Letter Size Microfilm</p> <p>Legal Size Computer Tape</p> <p>Audio Tape Floppy Disk</p> <p>Bound Book Video Tape</p> <p>Other (specify) _____</p>		<p>8. Record Series Sequence</p> <p><input checked="" type="checkbox"/> Alphabetical</p> <p>Numerical</p> <p>Chronological</p> <p>Geographical</p> <p>Other (specify) _____</p>		<p>9. Volume</p> <p><input checked="" type="checkbox"/> File Drawer(s)</p> <p>Microfilm Reel(s)</p> <p><u>1</u> Computer Tape(s)</p> <p>Number Other (specify) _____</p>	
		<p>10. Annual Accumulation</p> <p><input checked="" type="checkbox"/> File Drawer(s)</p> <p>Microfilm Reel(s)</p> <p><u>1/4 drw</u> Computer Tape(s)</p> <p>Number Other (specify) _____</p>			
<p>11. File is Used</p> <p>Daily Weekly Monthly Annually <input checked="" type="checkbox"/> As needed</p>			<p>12. File Becomes Inactive After</p> <p><u>Obsolete</u> Month(s) Year(s)</p> <p>Number</p>		
<p>13. Current Location(s) (Bldg., Floor, Room) Special Operations Division 7777 Washington Blvd Jessup, MD 20794</p>			<p>14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)</p> <p>Yes <input checked="" type="checkbox"/> No</p>		
<p>15. Access Restrictions (If Yes, cite Law(s) & Regulation(s))</p> <p>Yes <input checked="" type="checkbox"/> No</p>			<p>16. Audit Requirements</p> <p><input checked="" type="checkbox"/> None State Federal Independent</p>		
<p>17. Is an Index System used? If yes, explain briefly and describe requirements</p> <p>Yes <input checked="" type="checkbox"/> No</p>			<p>18. Recommended Retention</p> <p>Retain for life of equipment.</p>		
<p>19. Name and Title of Preparer Leesa M. Radja, Administrative Aid</p>		<p>20. Telephone Number 410-799-4548</p>		<p>21. Date 11-15-13</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>AGENCY RECORDS INVENTORY</p> <p>PAGE <u>34</u> OF <u>48</u></p>	
<p>1. Department/Agency Department of State Police</p>		<p>2. Division Special Operations Division</p>		<p>3. Unit Underwater Recovery Team (URT)</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 72-1 Underwater Recovery Team (URT) Manual</p>				<p>5. Earliest Year/Latest Year <u>2006 to 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.) Self explanatory.</p>					
<p>7. Record Series Format(s) List all</p> <p>Letter Size Microfilm Legal Size Computer Tape Audio Tape Floppy Disk <input checked="" type="checkbox"/> Bound Book Video Tape Other (specify) _____</p>		<p>8. Record Series Sequence</p> <p>Alphabetical Numerical <input checked="" type="checkbox"/> Chronological Date of edit Geographical Other (specify) _____</p>		<p>9. Volume</p> <p>File Drawer(s) Microfilm Reel(s) <u>1</u> Number <input checked="" type="checkbox"/> Other (specify) <u>Bound book</u></p>	
				<p>10. Annual Accumulation</p> <p><u>N/A</u> Number File Drawer(s) Microfilm Reel(s) Computer Tape(s) Other (specify)</p>	
<p>11. File is Used</p> <p>Daily Weekly Monthly <input checked="" type="checkbox"/> Annually</p>			<p>12. File Becomes Inactive After</p> <p><u>Superseded</u> Month(s) Year(s) Number</p>		
<p>13. Current Location(s) (Bldg., Floor, Room) Special Operations Division 7777 Washington Blvd Jessup, MD 20794</p>			<p>14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)</p> <p><input checked="" type="checkbox"/> Yes No <u>Electronically - USB</u></p>		
<p>15. Access Restrictions (If Yes, cite Law(s) & Regulation(s))</p> <p>Yes <input checked="" type="checkbox"/> No</p>			<p>16. Audit Requirements</p> <p><input checked="" type="checkbox"/> None State Federal Independent</p>		
<p>17. Is an Index System used? If yes, explain briefly and describe requirements</p> <p>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 Leesa M. Radja, Administrative Aid</p>		<p>20. Telephone Number 410-799-4548</p>		<p>21. Date 11-15-13</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>AGENCY RECORDS INVENTORY</p> <p>PAGE <u>35</u> OF <u>48</u></p>	
<p>1. Department/Agency Department of State Police</p>		<p>2. Division Special Operations Division</p>		<p>3. Unit URT</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 72-2URT Team Rosters</p>				<p>5. Earliest Year/Latest Year <u>2010</u> <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.) Self explanatory. <u>Names of personnel on the Underwater Recovery Team (URT)</u></p>					
<p>7. Record Series Format(s) List all</p> <p>Letter Size Microfilm Legal Size Computer Tape Audio Tape Floppy Disk <input checked="" type="checkbox"/> Bound Book Video Tape Other (specify) _____</p>		<p>8. Record Series Sequence</p> <p>Alphabetical Numerical <input checked="" type="checkbox"/> Chronological <u>Date of edit</u> Geographical Other (specify) _____</p>		<p>9. Volume</p> <p>File Drawer(s) Microfilm Reel(s) <u>1</u> Number Computer Tape(s) <input checked="" type="checkbox"/> Other (specify) <u>Bound book</u></p>	
				<p>10. Annual Accumulation</p> <p>File Drawer(s) Microfilm Reel(s) <u>1</u> Number Computer Tape(s) <input checked="" type="checkbox"/> Other (specify) <u>Page</u></p>	
<p>11. File is Used</p> <p>Daily Weekly Monthly <input checked="" type="checkbox"/> Annually</p>			<p>12. File Becomes Inactive After</p> <p><u>Superseded</u> Month(s) Year(s) Number</p>		
<p>13. Current Location(s) (Bldg., Floor, Room) Special Operations Division 7777 Washington Blvd Jessup, MD 20794</p>			<p>14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) <input checked="" type="checkbox"/> Yes No <u>Electronically - USB</u></p>		
<p>15. Access Restrictions (If Yes, cite Law(s) & Regulation(s))</p> <p>Yes <input checked="" type="checkbox"/> No</p>			<p>16. Audit Requirements</p> <p><input checked="" type="checkbox"/> None State Federal Independent</p>		
<p>17. Is an Index System used? If yes, explain briefly and describe requirements</p> <p>Yes <input checked="" type="checkbox"/> No</p>			<p>18. Recommended Retention</p> <p><u>Retain current rosters destroy outdated copy.</u></p>		
<p>19. Name and Title of Preparer Leesa M. Radja, Administrative Aid</p>		<p>20. Telephone Number 410-799-4548</p>		<p>21. Date 11-15-13</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>36</u> OF <u>48</u>	
1. Department/Agency Department of State Police		2. Division Special Operations Division		3. Unit URT	
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 72-3 URT On-Call Schedule				5. Earliest Year/Latest Year 2006 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.) Contains on-call schedules for current/future year.					
7. Record Series Format(s) List all <input 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 checked="" type="checkbox"/> Bound Book <input type="checkbox"/> Video Tape Other (specify) _____		8. Record Series Sequence <input type="checkbox"/> Alphabetical <input type="checkbox"/> Numerical <input checked="" type="checkbox"/> Chronological Date of submission <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) Bound book <input type="checkbox"/> 1 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) Page <input type="checkbox"/> 1 Number	
11. File is Used <input type="checkbox"/> Daily <input type="checkbox"/> Weekly <input checked="" type="checkbox"/> Monthly <input type="checkbox"/> Annually			12. File Becomes Inactive After <input checked="" type="checkbox"/> Superseded Month(s) Year(s) Number		
13. Current Location(s) (Bldg., Floor, Room) Special Operations Division 7777 Washington Blvd Jessup, MD 20794			14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Electronically - USB		
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 State Federal 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 current schedules destroy outdated copy.		
19. Name and Title of Preparer Leesa M. Radja, Administrative Aid		20. Telephone Number 410-799-4548		21. Date 11-15-13	

<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>37</u> OF <u>48</u></p>	
<p>1. Department/Agency Department of State Police</p>		<p>2. Division Special Operations Division</p>		<p>3. Unit URT</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 72-4 URT Application Process</p>				<p>5. Earliest Year/Latest Year 2009 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.) Also contains all application associated paperwork.</p>					
<p>7. Record Series Format(s) List all</p> <p><input checked="" type="checkbox"/> Letter Size Microfilm</p> <p>Legal Size Computer Tape</p> <p>Audio Tape Floppy Disk</p> <p>Bound Book Video Tape</p> <p>Other (specify) _____</p>		<p>8. Record Series Sequence</p> <p>Alphabetical</p> <p>Numerical</p> <p><input checked="" type="checkbox"/> Chronological</p> <p>Geographical</p> <p>Other (specify) _____</p>		<p>9. Volume</p> <p><input checked="" type="checkbox"/> File Drawer(s)</p> <p>Microfilm Reel(s)</p> <p>Computer Tape(s)</p> <p>Other (specify) _____</p> <p>1/4 drw Number</p>	
				<p>10. Annual Accumulation</p> <p><input checked="" type="checkbox"/> File Drawer(s)</p> <p>Microfilm Reel(s)</p> <p>Computer Tape(s)</p> <p>Other (specify) _____</p> <p>1/4 drw Number</p>	
<p>11. File is Used</p> <p>Daily Weekly Monthly <input checked="" type="checkbox"/> Annually</p>			<p>12. File Becomes Inactive After</p> <p><u>3</u> _____ Month(s) <input checked="" type="checkbox"/> Year(s) Post unit involvement</p> <p>Number</p>		
<p>13. Current Location(s) (Bldg., Floor, Room) Special Operations Division 7777 Washington Blvd Jessup, MD 20794</p>			<p>14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)</p> <p><input checked="" type="checkbox"/> Yes No</p> <p>Electronically - USB</p>		
<p>15. Access Restrictions (If Yes, cite Law(s) & Regulation(s))</p> <p>Yes <input checked="" type="checkbox"/> No</p>			<p>16. Audit Requirements</p> <p><input checked="" type="checkbox"/> None State Federal Independent</p>		
<p>17. Is an Index System used? If yes, explain briefly and describe requirements</p> <p>Yes <input checked="" type="checkbox"/> No</p>			<p>18. Recommended Retention</p> <p>For accepted applicants: maintain for duration member is with unit plus 3 years then destroy. Non-accepted applicants retain 3 years then destroy.</p>		
<p>19. Name and Title of Preparer Leesa M. Radja, Administrative Aid</p>		<p>20. Telephone Number 410-799-4548</p>		<p>21. Date 11-15-13</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>AGENCY RECORDS INVENTORY</p> <p>PAGE <u>38</u> OF <u>48</u></p>	
<p>1. Department/Agency Department of State Police</p>		<p>2. Division Special Operations Division</p>		<p>3. Unit URT</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 72-5 Request for Demonstrations</p>				<p>5. Earliest Year/Latest Year <u>2006</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 requests for static displays for civic/MSP functions. Files include completed Cost Analysis form (MSP 138).</p>					
<p>7. Record Series Format(s) List all</p> <p>Letter Size Microfilm Legal Size Computer Tape Audio Tape Floppy Disk Bound Book Video Tape <input checked="" type="checkbox"/> Other (specify) <u>Google Calendar</u></p>		<p>8. Record Series Sequence</p> <p>Alphabetical Numerical <input checked="" type="checkbox"/> Chronological Geographical Other (specify) _____</p>		<p>9. Volume</p> <p>File Drawer(s) Microfilm Reel(s) Computer Tape(s) Other (specify) _____</p> <p><u>N/A</u> Number</p>	
				<p>10. Annual Accumulation</p> <p>File Drawer(s) Microfilm Reel(s) Computer Tape(s) Other (specify) _____</p> <p><u>N/A</u> Number</p>	
<p>11. File is Used</p> <p>Daily Weekly <input checked="" type="checkbox"/> Monthly Annually</p>			<p>12. File Becomes Inactive After</p> <p><u>3</u> Month(s) <input checked="" type="checkbox"/> Year(s)</p> <p>Number</p>		
<p>13. Current Location(s) (Bldg., Floor, Room) Special Operations Division 7777 Washington Blvd Jessup, MD 20794</p>			<p>14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)</p> <p><input checked="" type="checkbox"/> Yes No <u>Electronically - USB</u></p>		
<p>15. Access Restrictions (If Yes, cite Law(s) & Regulation(s))</p> <p>Yes <input checked="" type="checkbox"/> No</p>			<p>16. Audit Requirements</p> <p><input checked="" type="checkbox"/> None State Federal Independent</p>		
<p>17. Is an Index System used? If yes, explain briefly and describe requirements</p> <p>Yes <input checked="" type="checkbox"/> No</p>			<p>18. Recommended Retention</p> <p>Retain for 3 years then destroy.</p>		
<p>19. Name and Title of Preparer Leesa M. Radja, Administrative Aid</p>		<p>20. Telephone Number 410-799-4548</p>		<p>21. Date 11-15-13</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>AGENCY RECORDS INVENTORY</p>	
				<p>PAGE <u>39</u> OF <u>48</u></p>	
<p>1. Department/Agency Department of State Police</p>		<p>2. Division Special Operations Division</p>		<p>3. Unit URT</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 72-6 URT Dive Plans</p>				<p>5. Earliest Year/Latest Year <u>2005</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 pre-dive plans and Estimated Cost Analysis form (MSP 138) attached to pre-dive plan report.</p>					
<p>7. Record Series Format(s) List all</p> <p><input checked="" type="checkbox"/> Letter Size Microfilm</p> <p>Legal Size Computer Tape</p> <p>Audio Tape Floppy Disk</p> <p>Bound Book Video Tape</p> <p><input checked="" type="checkbox"/> Other (specify) <u>Electronic</u></p>		<p>8. Record Series Sequence</p> <p>Alphabetical</p> <p>Numerical</p> <p><input checked="" type="checkbox"/> Chronological</p> <p>Geographical</p> <p>Other (specify) _____</p>		<p>9. Volume</p> <p>File Drawer(s)</p> <p>Microfilm Reel(s)</p> <p>Computer Tape(s)</p> <p><u>N/A</u> Number</p> <p><input checked="" type="checkbox"/> Other (specify) <u>Electronic</u></p>	
				<p>10. Annual Accumulation</p> <p>File Drawer(s)</p> <p>Microfilm Reel(s)</p> <p>Computer Tape(s)</p> <p><u>N/A</u> Number</p> <p><input checked="" type="checkbox"/> Other (specify) <u>Electronic</u></p>	
<p>11. File is Used</p> <p>Daily Weekly <input checked="" type="checkbox"/> Monthly Annually</p>			<p>12. File Becomes Inactive After</p> <p><u>3</u> Month(s) <input checked="" type="checkbox"/> Year(s)</p> <p>Number</p>		
<p>13. Current Location(s) (Bldg., Floor, Room) Special Operations Division 7777 Washington Blvd Jessup, MD 20794</p>			<p>14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)</p> <p><input checked="" type="checkbox"/> Yes No</p> <p><u>Electronic - USB</u></p>		
<p>15. Access Restrictions (If Yes, cite Law(s) & Regulation(s))</p> <p>Yes <input checked="" type="checkbox"/> No</p>			<p>16. Audit Requirements</p> <p><input checked="" type="checkbox"/> None State Federal Independent</p>		
<p>17. Is an Index System used? If yes, explain briefly and describe requirements</p> <p>Yes <input checked="" type="checkbox"/> No</p>			<p>18. Recommended Retention</p> <p>Retain for 3 years then destroy.</p>		
<p>19. Name and Title of Preparer Leesa M. Radja, Administrative Aid</p>		<p>20. Telephone Number 410-799-4548</p>		<p>21. Date 11-15-13</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)		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>40</u> OF <u>48</u>	
1. Department/Agency Department of State Police		2. Division Special Operations Division		3. Unit URT	
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 72-7 URT After Action Reports				5. Earliest Year/Latest Year 2006 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.) Contains after action reports from call-outs and completed Cost Analysis form (MSP 138) attached to the After Action Reports.					
7. Record Series Format(s) List all Letter Size Microfilm Legal Size Computer Tape Audio Tape Floppy Disk Bound Book Video Tape X Other (specify) <u>Electronic unless print out required.</u>		8. Record Series Sequence Alphabetical Numerical X Chronological Geographical Other (specify) _____		9. Volume File Drawer(s) Microfilm Reel(s) Computer Tape(s) <u>N/A</u> Number X Other (specify) <u>Electronic</u>	
				10. Annual Accumulation File Drawer(s) Microfilm Reel(s) Computer Tape(s) <u>N/A</u> Number X Other (specify) <u>Electronic</u>	
11. File is Used Daily Weekly X Monthly Annually			12. File Becomes Inactive After <u>3</u> Month(s) X Year(s) Number		
13. Current Location(s) (Bldg., Floor, Room) Special Operations Division 7777 Washington Blvd Jessup, MD 20794			14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) X Yes No <u>Electronic - USB</u>		
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)) Yes X No			16. Audit Requirements X None State Federal Independent		
17. Is an Index System used? If yes, explain briefly and describe requirements Yes X No			18. Recommended Retention Retain for 3 years then destroy.		
19. Name and Title of Preparer Leesa M. Radja, Administrative Aid		20. Telephone Number 410-799-4548		21. Date 11-15-13	

<u>Instructions</u> -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>41</u> OF <u>48</u>	
1. Department/Agency Department of State Police		2. Division Special Operations Division		3. Unit URT	
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 72-8 URT Training Files				5. Earliest Year/Latest Year 2007 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.) Contains attendance forms, syllabi, court summons, itinerary and other training material.					
7. Record Series Format(s) List all <input checked="" type="checkbox"/> Letter Size Microfilm Legal Size Computer Tape Audio Tape Floppy Disk Bound Book Video Tape <input checked="" type="checkbox"/> Other (specify) <u>Electronic</u>		8. Record Series Sequence N/A Alphabetical Numerical Chronological Geographical Other (specify) _____		9. Volume File Drawer(s) Microfilm Reel(s) Computer Tape(s) N/A Number <input checked="" type="checkbox"/> Other (specify) <u>Electronic</u>	
				10. Annual Accumulation <input checked="" type="checkbox"/> File Drawer(s) Microfilm Reel(s) Computer Tape(s) Other (specify) Less than 1 Number 1 Only applies to hard copies.	
11. File is Used Daily Weekly <input checked="" type="checkbox"/> Monthly Annually			12. File Becomes Inactive After <u>10</u> Month(s) <input checked="" type="checkbox"/> Year(s) Number		
13. Current Location(s) (Bldg., Floor, Room) Special Operations Division 7777 Washington Blvd Jessup, MD 20794			14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) <input checked="" type="checkbox"/> Yes No <u>Electronic</u>		
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)) Yes <input checked="" type="checkbox"/> No			16. Audit Requirements <input checked="" type="checkbox"/> None State Federal Independent		
17. Is an Index System used? If yes, explain briefly and describe requirements Yes <input checked="" type="checkbox"/> No			18. Recommended Retention Retain 10 years for court then destroy.		
19. Name and Title of Preparer Leesa M. Radja, Administrative Aid		20. Telephone Number 410-799-4548		21. Date 11-15-13	

<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>42</u> OF <u>48</u></p>	
<p>1. Department/Agency Department of State Police</p>		<p>2. Division Special Operations Division</p>		<p>3. Unit URT</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 72-9 Equipment Specifications</p>				<p>5. Earliest Year/Latest Year 2008 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.) Contains specs written for requisitions to Quartermaster Division and brochures.</p>					
<p>7. Record Series Format(s) List all</p> <p><input checked="" type="checkbox"/> Letter Size Microfilm Legal Size Computer Tape Audio Tape Floppy Disk Bound Book Video Tape <input checked="" type="checkbox"/> Other (specify) <u>Electronic</u></p>		<p>8. Record Series Sequence</p> <p>Alphabetical Numerical <input checked="" type="checkbox"/> Chronological Geographical Other (specify) _____</p>		<p>9. Volume</p> <p><input checked="" type="checkbox"/> File Drawer(s) Microfilm Reel(s) Less than _____ Number 1 Computer Tape(s) <input checked="" type="checkbox"/> Other (specify) <u>and electronic</u></p>	
				<p>10. Annual Accumulation</p> <p><input checked="" type="checkbox"/> File Drawer(s) Microfilm Reel(s) Less than _____ Number 1 <input checked="" type="checkbox"/> Computer Tape(s) <input checked="" type="checkbox"/> Other (specify) <u>and electronic</u></p>	
<p>11. File is Used</p> <p>Daily Weekly <input checked="" type="checkbox"/> Monthly Annually</p>			<p>12. File Becomes Inactive After</p> <p>Obsolete Month(s) Year(s) Number</p>		
<p>13. Current Location(s) (Bldg., Floor, Room) Special Operations Division 7777 Washington Blvd Jessup, MD 20794</p>			<p>14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)</p> <p><input checked="" type="checkbox"/> Yes No <u>Electronically - USB</u></p>		
<p>15. Access Restrictions (If Yes, cite Law(s) & Regulation(s))</p> <p>Yes <input checked="" type="checkbox"/> No</p>			<p>16. Audit Requirements</p> <p><input checked="" type="checkbox"/> None State Federal Independent</p>		
<p>17. Is an Index System used? If yes, explain briefly and describe requirements</p> <p>Yes <input checked="" type="checkbox"/> No</p>			<p>18. Recommended Retention</p> <p>Retain for life of equipment, <i>then destroy.</i></p>		
<p>19. Name and Title of Preparer Leesa M. Radja, Administrative Aid</p>		<p>20. Telephone Number 410-799-4548</p>		<p>21. Date 11-15-13</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>43</u> OF <u>48</u></p>	
<p>1. Department/Agency Department of State Police</p>		<p>2. Division Special Operations Division</p>		<p>3. Unit URT</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 72-10 URT Correspondence</p>				<p>5. Earliest Year/Latest Year 1996 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.) Contains all form 17's, letters, etc. pertaining to URT.</p>					
<p>7. Record Series Format(s) List all</p> <p>X: Letter Size Microfilm</p> <p>Legal Size Computer Tape</p> <p>Audio Tape Floppy Disk</p> <p>Bound Book Video Tape</p> <p>X Other (specify) <u>Other media</u></p>		<p>8. Record Series Sequence</p> <p>Alphabetical</p> <p>Numerical</p> <p>X Chronological</p> <p>Geographical</p> <p>Other (specify) _____</p>		<p>9. Volume</p> <p>X File Drawer(s)</p> <p>Less than Microfilm Reel(s)</p> <p>1 Computer Tape(s)</p> <p>Number X Other (specify) <u>and other media</u></p>	
				<p>10. Annual Accumulation</p> <p>X File Drawer(s)</p> <p>Less than Microfilm Reel(s)</p> <p>1 Computer Tape(s)</p> <p>Number X Other (specify) <u>Other media</u></p>	
<p>11. File is Used</p> <p>Daily Weekly X Monthly Annually</p>			<p>12. File Becomes Inactive After</p> <p><u>3</u> Month(s) X Year(s)</p> <p>Number</p>		
<p>13. Current Location(s) (Bldg., Floor, Room) Special Operations Division 7777 Washington Blvd Jessup, MD 20794</p>			<p>14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)</p> <p>X Yes No</p> <p><u>Electronically - USB</u></p>		
<p>15. Access Restrictions (If Yes, cite Law(s) & Regulation(s))</p> <p>Yes X No</p>			<p>16. Audit Requirements</p> <p>X None State Federal Independent</p>		
<p>17. Is an Index System used? If yes, explain briefly and describe requirements</p> <p>Yes X No</p>			<p>18. Recommended Retention Retain for 3 years then destroy.</p>		
<p>19. Name and Title of Preparer Leesa M. Radja, Administrative Aid</p>		<p>20. Telephone Number 410-799-4548</p>		<p>21. Date 11-15-13</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>44</u> OF <u>48</u>

1. Department/Agency Department of State Police	2. Division Special Operations Division	3. Unit HRT Hostage Recovery Team Unit
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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.

4. Record Series Title 73-1 Hostage Recovery Team Rosters (HRT)	5. Earliest Year/Latest Year 2013 to 2013
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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.)
 Includes call-out rosters and personnel information sheets.

7. Record Series Format(s) List all <input checked="" type="checkbox"/> Letter Size Microfilm Legal Size Computer Tape Audio Tape Floppy Disk Bound Book Video Tape Other (specify) _____	8. Record Series Sequence Alphabetical Numerical <input checked="" type="checkbox"/> Chronological date of edit Geographical Other (specify) _____	9. Volume File Drawer(s) Microfilm Reel(s) <u>1</u> X Computer Tapes Files Number Other (specify) _____ 10. Annual Accumulation File Drawer(s) Microfilm Reel(s) <u>1</u> X Computer Tapes Files Number Other (specify) _____
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11. File is Used Daily Weekly Monthly <input checked="" type="checkbox"/> Annually	12. File Becomes Inactive After Superseded Month(s) Year(s) Number
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13. Current Location(s) (Bldg., Floor, Room) Special Operations Division 7777 Washington Blvd Jessup, MD 20794	14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) <input checked="" type="checkbox"/> Yes No F/Sgt. J. Russell's laptop hard drive.
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15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)) Yes <input checked="" type="checkbox"/> No	16. Audit Requirements <input checked="" type="checkbox"/> None State Federal Independent
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17. Is an Index System used? If yes, explain briefly and describe requirements Yes <input checked="" type="checkbox"/> No	18. Recommended Retention Retain current rosters and destroy outdated copy.
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19. Name and Title of Preparer Leesa M. Radja, Administrative Aid	20. Telephone Number 410-799-4548	21. Date 11-1-13
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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>45</u> OF <u>48</u></p>	
<p>1. Department/Agency Department of State Police</p>		<p>2. Division Special Operations Division</p>		<p>3. Unit HRT 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 73-2 HRT On-Call Schedules</p>				<p>5. Earliest Year/Latest Year 2013 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.) On-call schedules for current/future year.</p>					
<p>7. Record Series Format(s) List all</p> <p><input checked="" type="checkbox"/> Letter Size Microfilm</p> <p>Legal Size Computer Tape</p> <p>Audio Tape Floppy Disk</p> <p>Bound Book Video Tape</p> <p>Other (specify) _____</p>		<p>8. Record Series Sequence</p> <p>Alphabetical</p> <p>Numerical</p> <p><input checked="" type="checkbox"/> Chronological Date of edit.</p> <p>Geographical</p> <p>Other (specify) _____</p>		<p>9. Volume</p> <p>File Drawer(s)</p> <p>Microfilm Reel(s)</p> <p><u>1</u> X Computer Tapes Files Number</p> <p>Other (specify) _____</p>	
				<p>10. Annual Accumulation</p> <p>File Drawer(s)</p> <p>Microfilm Reel(s)</p> <p><u>1</u> X Computer Tapes Files Number</p> <p>Other (specify) _____</p>	
<p>11. File is Used</p> <p>Daily Weekly Monthly <input checked="" type="checkbox"/> Annually</p>			<p>12. File Becomes Inactive After</p> <p><u>Superseded</u> Month(s) Year(s)</p> <p>Number</p>		
<p>13. Current Location(s) (Bldg., Floor, Room) Special Operations Division 7777 Washington Blvd Jessup, MD 20794</p>			<p>14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)</p> <p><input checked="" type="checkbox"/> Yes No</p> <p>F/Sgt. J. Russell's laptop hard drive.</p>		
<p>15. Access Restrictions (If Yes, cite Law(s) & Regulation(s))</p> <p>Yes <input checked="" type="checkbox"/> No</p>			<p>16. Audit Requirements</p> <p><input checked="" type="checkbox"/> None State Federal Independent</p>		
<p>17. Is an Index System used? If yes, explain briefly and describe requirements</p> <p>Yes <input checked="" type="checkbox"/> No</p>			<p>18. Recommended Retention</p> <p>Retain current schedules and destroy outdated copy.</p>		
<p>19. Name and Title of Preparer Leesa M. Radja, Administrative Aid</p>		<p>20. Telephone Number 410-799-4548</p>		<p>21. Date 11-1-13</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>AGENCY RECORDS INVENTORY</p> <p>PAGE <u>46</u> OF <u>48</u></p>	
<p>1. Department/Agency Department of State Police</p>		<p>2. Division Special Operations Division</p>		<p>3. Unit HRT 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 73-3 HRT After Action Reports</p>				<p>5. Earliest Year/Latest Year 2008 to 2013 2009</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.) File includes after action reports from call-outs and completed Cost Analysis form (MSP 138) attached to the after action reports.</p>					
<p>7. Record Series Format(s) List all</p> <p><input checked="" type="checkbox"/> Letter Size Microfilm</p> <p>Legal Size Computer Tape</p> <p>Audio Tape Floppy Disk</p> <p>Bound Book Video Tape</p> <p>Other (specify) _____</p>		<p>8. Record Series Sequence</p> <p>Alphabetical</p> <p>Numerical</p> <p><input checked="" type="checkbox"/> Chronological</p> <p>Geographical</p> <p>Other (specify) _____</p>		<p>9. Volume</p> <p><input checked="" type="checkbox"/> File Drawer(s)</p> <p>Microfilm Reel(s)</p> <p>Computer Tape(s)</p> <p>Other (specify) _____</p> <p>1/4 Number</p>	
				<p>10. Annual Accumulation</p> <p><input checked="" type="checkbox"/> File Drawer(s)</p> <p>Microfilm Reel(s)</p> <p>Computer Tape(s)</p> <p>Other (specify) _____</p> <p>1/4 Number</p>	
<p>11. File is Used</p> <p>Daily Weekly Monthly <input checked="" type="checkbox"/> Annually</p>			<p>12. File Becomes Inactive After</p> <p><u>5</u> Month(s) <input checked="" type="checkbox"/> Year(s)</p> <p>Number</p>		
<p>13. Current Location(s) (Bldg., Floor, Room) Special Operations Division 7777 Washington Blvd Jessup, MD 20794</p>			<p>14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)</p> <p><input checked="" type="checkbox"/> Yes No</p> <p>On originating trooper's laptop hard drive.</p>		
<p>15. Access Restrictions (If Yes, cite Law(s) & Regulation(s))</p> <p>Yes <input checked="" type="checkbox"/> No</p>			<p>16. Audit Requirements</p> <p><input checked="" type="checkbox"/> None State Federal Independent</p>		
<p>17. Is an Index System used? If yes, explain briefly and describe requirements</p> <p>Yes <input checked="" type="checkbox"/> No</p>			<p>18. Recommended Retention</p> <p>Retain for 5 years then destroy.</p>		
<p>19. Name and Title of Preparer Leesa M. Radja, Administrative Aid</p>		<p>20. Telephone Number 410-799-4548</p>		<p>21. Date 11-1-13</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>AGENCY RECORDS INVENTORY</p> <p>PAGE <u>47</u> OF <u>48</u></p>	
<p>1. Department/Agency Department of State Police</p>		<p>2. Division Special Operations Division</p>		<p>3. Unit HRT 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 73-4 HRT Training Files</p>				<p>5. Earliest Year/Latest Year 2003 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.) Includes attendance forms and certificates.</p>					
<p>7. Record Series Format(s) List all</p> <p>X : Letter Size Microfilm</p> <p>Legal Size Computer Tape</p> <p>Audio Tape Floppy Disk</p> <p>Bound Book Video Tape</p> <p>Other (specify) _____</p>		<p>8. Record Series Sequence</p> <p>Alphabetical</p> <p>Numerical</p> <p>X Chronological</p> <p>Geographical</p> <p>Other (specify) _____</p>		<p>9. Volume</p> <p>File Drawer(s)</p> <p>Microfilm Reel(s)</p> <p><u>1</u> Computer Tape(s) Number</p> <p>X Other (specify) Binder</p>	
				<p>10. Annual Accumulation</p> <p>File Drawer(s)</p> <p>Microfilm Reel(s)</p> <p><u>1</u> Computer Tape(s) Number</p> <p>X Other (specify) Binder</p>	
<p>11. File is Used</p> <p>Daily Weekly Monthly X Annually</p>			<p>12. File Becomes Inactive After</p> <p><u>10</u> Month(s) X Year(s) Number</p>		
<p>13. Current Location(s) (Bldg., Floor, Room) Special Operations Division 7777 Washington Blvd Jessup, MD 20794</p>			<p>14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)</p> <p>Yes X No</p>		
<p>15. Access Restrictions (If Yes, cite Law(s) & Regulation(s))</p> <p>Yes X No</p>			<p>16. Audit Requirements</p> <p>X None State Federal Independent</p>		
<p>17. Is an Index System used? If yes, explain briefly and describe requirements</p> <p>Yes X No</p>			<p>18. Recommended Retention</p> <p>Retain for 10 years for Court then destroy.</p>		
<p>19. Name and Title of Preparer Leesa M. Radja, Administrative Aid</p>		<p>20. Telephone Number 410-799-4548</p>		<p>21. Date 11-1-13</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>48</u> OF <u>48</u></p>	
<p>1. Department/Agency Department of State Police</p>		<p>2. Division Special Operations Division</p>		<p>3. Unit HRT 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 73-5 HRT Policy & Procedure Manual</p>				<p>5. Earliest Year/Latest Year 2013 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.) Self explanatory. <i>Policy and procedures relevant to Hostage Recruit Team responding to a hostage incident.</i></p>					
<p>7. Record Series Format(s) List all</p> <p><input checked="" type="checkbox"/> Letter Size Microfilm</p> <p>Legal Size Computer Tape</p> <p>Audio Tape Floppy Disk</p> <p>Bound Book Video Tape</p> <p>Other (specify) _____</p>		<p>8. Record Series Sequence</p> <p>Alphabetical</p> <p>Numerical</p> <p>Chronological</p> <p>Geographical</p> <p><input checked="" type="checkbox"/> Other (specify) Manual</p>		<p>9. Volume</p> <p>File Drawer(s)</p> <p>Microfilm Reel(s)</p> <p><u>1</u> Computer Tape(s)</p> <p>Number <input checked="" type="checkbox"/> Other (specify) Binder</p>	
				<p>10. Annual Accumulation</p> <p>File Drawer(s)</p> <p>Microfilm Reel(s)</p> <p><u>1</u> Computer Tape(s)</p> <p>Number <input checked="" type="checkbox"/> Other (specify) Binder</p>	
<p>11. File is Used</p> <p>Daily Weekly Monthly Annually <input checked="" type="checkbox"/> As needed</p>			<p>12. File Becomes Inactive After</p> <p><u>Superseded</u> Month(s) Year(s)</p> <p>Number</p>		
<p>13. Current Location(s) (Bldg., Floor, Room) Special Operations Division 7777 Washington Blvd Jessup, MD 20794</p>			<p>14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)</p> <p><input checked="" type="checkbox"/> Yes No</p> <p><i>As an electronic .pdf</i></p>		
<p>15. Access Restrictions (If Yes, cite Law(s) & Regulation(s))</p> <p>Yes <input checked="" type="checkbox"/> No</p>			<p>16. Audit Requirements</p> <p><input checked="" type="checkbox"/> None State Federal Independent</p>		
<p>17. Is an Index System used? If yes, explain briefly and describe requirements</p> <p>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 Leesa M. Radja, Administrative Aid</p>		<p>20. Telephone Number 410-799-4548</p>		<p>21. Date 11-1-13</p>	