

**DEPARTMENT OF GENERAL SERVICES
RECORDS MANAGEMENT DIVISION
RECORDS RETENTION AND DISPOSAL SCHEDULE**

Schedule No. 971-21-2

Page 1 of 3

Agency
Maryland Department of State Police

Division/Unit
Forensic Sciences Division

Item No.	Description	Retention
	This schedule (971-21-2) supersedes schedule 971-21-1-A9, in its entirety.	
21-00	<u>BIOLOGY/DNA EVIDENCE CASE FILES</u> Contains documentation of all Forensic Sciences Division analysis pertaining to serology and deoxyribonucleic acid (DNA) examination. Includes chain of custody, examination documentation, administrative documentation and test reports. Cases are filed sequentially by laboratory case number.	Retain 5 years, then transfer to the State Records Center for an additional 65 years, then destroy.
21-01	<u>LATENT FINGERPRINT CASE FILES</u> Contains documentation of all Forensic Sciences Division analysis pertaining to latent fingerprint comparisons, shoe print comparisons and tire impressions. Includes chain of custody, examination documentation, administrative documentation, inked impressions on Official Fingerprint Cards and Fingerprint Charts for Court. Cases are filed sequentially by laboratory case number.	Retain 5 years, then transfer to the State Records Center for an additional 65 years, then destroy.
21-02	<u>TRACE EVIDENCE CASE FILES</u> Contains documentation of all Forensic Sciences Division analysis pertaining to the examination and comparison of trace evidence. Includes chain of custody, examination documentation, administrative documentation and test reports. Cases are filed sequentially by laboratory case number.	Retain 5 years, then transfer to the State Records Center for an additional 25 years, then destroy.
21-03	<u>QUESTIONED DOCUMENT CASES</u> Contains documentation of all Forensic Sciences Division analysis pertaining to handwriting comparison and questioned document examination. Includes chain of custody, examination documentation, administrative documentation and test reports. Cases are filed sequentially by laboratory case number.	Retain 5 years, then transfer to the State Records Center for an additional 25 years, then destroy.
21-04	<u>FIREARM/TOOLMARK CASES</u> Contains documentation of all Forensic Sciences Division analysis pertaining to the examination and comparison of firearms, projectiles, cartridge cases and toolmarks. Includes chain of custody, examination documentation, administrative documentation and test reports. Cases are filed sequentially by laboratory case number.	Retain 5 years, then transfer to the State Records Center for an additional 65 years, then destroy.
21-05	<u>EVIDENCE AND CONTROLLED DANGEROUS SUBSTANCES (CDS) DESTRUCTION LOGS/DISKS</u> Up to September 2009, maintained in ledger books and/or on floppy disks, these logs establish a line of custody from the receipt to the final disposition of Controlled Dangerous Substances (CDS) and other materials submitted as evidence in criminal cases. Effective October 2009, the destruction logs are created electronically and maintained in a computer system.	Paper records for item 21-5 were retained up through September 2009 in Central Receiving Unit for 5 years, then transferred to State Records Center for an additional 10 years, and then destroyed. Effective October 2009 CDS destruction logs are created electronically and deleted from the computer system after 15 years.
21-06	<u>MARYLAND STATE POLICE CRIME LABORATORY CONTROLLED DANGEROUS SUBSTANCES (CDS) DESTRUCTION LOG FILES</u> Contains all MSP 21-2 forms utilized in conjunction with the destruction of Controlled Dangerous Substances (CDS) being held at the Crime Laboratory no longer having evidentiary value.	Retain 15 years, then destroy. (The use of form MSP 21-2 was discontinued June 4, 2008. Delete item 21-06, June 4, 2023, when the retention of all MSP 21-2 forms will expire.)

Schedule Approved by Department, Agency, or Division Representative

Schedule Authorized by State Archivist

Date: June 17, 2014

Date: 7-17-14

Signature:

Signature:

Typed Name: Thomas L. Vondersmith, Jr.

Title: Department Records Retention & Disposal Schedule Manager

DEPARTMENT OF GENERAL SERVICES
RECORDS MANAGEMENT DIVISION
RECORDS RETENTION AND DISPOSAL SCHEDULE
(Continuation Sheet)

Schedule No. 971-21-2

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Agency
Maryland Department of State Police

Division/Unit
Forensic Sciences Division

Item No.	Description	Retention
21-07	<p><u>CHEMISTRY CASE FILES</u> Contains documentation of all Forensic Sciences Division analysis pertaining to the examination of Controlled Dangerous Substances (CDS). Includes chain of custody, examination documentation, administrative documentation and test reports. Cases are filed sequentially by laboratory case number.</p>	<p>Retain 5 years, then transfer to the State Records Center for an additional 25 years, then destroy.</p>
21-08	<p><u>CRIME SCENE SECTION (CSS) CASE FILES</u> Up through December 2010, contains paper copies of forms MSP 92, 92A, 87, and related paperwork, and original MSP 21-5 forms, completed by Crime Scene Technicians. Cases are filed chronologically by date. Crime Scene Unit technicians are responsible for purging paper case files for transfer to the State Records Center. (Purging case files ended December 31, 2010.) Effective January 1, 2011, the case forms and related information are maintained in an electronic computer system.</p>	<p>Up through December 2010, paper records were retained 2 years, then transferred to the State Records Center for an additional 75 years retention, then destroyed. Originals are filed in the case files maintained at the local Crime Scene Unit office and are kept in accordance with specific case file retention schedule.</p> <p>Effective January 2011, CSS case files are retained electronically in a computer system for 77 years, then deleted.</p>
21-09	<p><u>EVIDENCE TRANSPORTS</u> Contains copies of forms MSP 67 and MSP 67A of evidence transports made by Crime Scene Unit technicians that are filed chronologically by date.</p>	<p>Retain 3 years, then destroy. Originals are filed in the case files maintained at the local installation or agency and are kept in accordance with specific case file retention schedule.</p>
21-10	<p>VACANT</p>	<p>VACANT</p>
21-11	<p><u>CRIME SCENE SECTION (CSS) TECHNICIAN TASK LIST AND FIELD NOTES</u> Up through December 2010, contains paper originals of form MSP 21-5, Crime Scene Unit Technician Task List and Field Notes Form, filed chronologically by date in case files. Effective January 2011, forms and related information are maintained electronically in a computer system.</p>	<p>Up through December 2010, paper records were retained 2 years, then transferred to the State Records Center for additional 75 years, then destroyed.</p> <p>Effective January 2011, CSS case files are retained electronically in a computer system for 77 years, then deleted.</p>
21-12	<p>VACANT</p>	<p>VACANT</p>
21-13	<p><u>ADMINISTRATIVE FILES FROM THE DIRECTOR'S DESK</u> Contains notes and files from the Office of the Director of the Forensic Sciences Division.</p>	<p>Retain 3 years, then transfer to the State Records Center for an additional 17 years, then destroy.</p>
21-14	<p><u>TOXICOLOGY UNIT</u> Contains documentation of all Forensic Sciences Division analysis pertaining to the examination of pertaining to the examination blood alcohol and drug content. Includes chain of custody, examination documentation, administrative documentation and test reports. Cases are filed sequentially by laboratory case number.</p>	<p>Retain 5 years, then transfer to the State Records Center for an additional 25 years, then destroy.</p>
<p>DGS 550-1A</p>		

DEPARTMENT OF GENERAL SERVICES
 RECORDS MANAGEMENT DIVISION
 RECORDS RETENTION AND DISPOSAL SCHEDULE
 (Continuation Sheet)

Schedule No. 971-21-2

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Agency
 Maryland Department of State Police

Division/Unit
 Forensic Sciences Division

Item No.	Description	Retention
21-15	<p><u>PHOTOGRAPHY UNIT</u></p> <ol style="list-style-type: none"> 1. Criminal Case Negatives 2. BI Negatives 3. BI Digital Images 4. Digital images will be stored in an industry standard format in an electronic computer system to ensure that the images may be viewed anytime during the retention period. 	<p><u>Criminal Case Negatives</u> Retain 5 years, then transfer to the State Records Center for an additional 72 years, then destroy.</p> <p><u>BI Negatives</u> Retain at the State Records Center for 30 years, then destroy.</p> <p><u>BI Digital Images</u> Retain in the MSP Photography Unit for 30 years, then destroy.</p> <p><u>Digital Images Stored Electronically</u> Electronic images retained in a computer system for 77 years, then deleted.</p>
21-16	<p><u>HEALTH AND SAFETY</u> Documents related to the Forensic Sciences Division Health and Safety Program</p>	<p>Retain 7 years, then transfer to the State Records Center for an additional 23 years, then destroy.</p>
21-17	<p><u>QUALITY ASSURANCE MATERIALS</u> Quality assurance manuals and calibration records, proficiency tests, witness evaluations, and other associated Quality Assurance documents.</p>	<p>Retain at the Forensic Sciences Division for 7 years, from the completion of the last American Society of Crime Laboratory Directors/Laboratory Accrediting Board (ASCLD/LAB) inspection to the completion of the next ASCLD/LAB inspection), then transfer to State Records Center for an additional 23 years, then destroy.</p>

<p>Instructions -Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule: (DGS 550-1)</p>	<p>DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 410-760-1800</p>	<p>AGENCY RECORDS INVENTORY</p> <p>PAGE <u>1</u> OF <u>18</u></p>
<p>1. Department/Agency Department of State Police</p>	<p>2. Division Forensic Sciences Division</p>	<p>3. Unit</p>
<p>DEFINITION - RECORD SERIES: A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.</p>		
<p>4. Record Series Title 21-00 BIOLOGY/DNA EVIDENCE CASE FILES</p>		<p>5. Earliest Year/Latest Year 2007 to 2014</p>
<p>6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.)</p> <p>Contains documentation of all Forensic Sciences Division analysis pertaining to serology and deoxyribonucleic acid (DNA) examination. Includes chain of custody, examination documentation, administrative documentation and test reports. Cases are filed sequentially by laboratory case number.</p>		
<p>7. Record Series Format(s) - List all</p> <p><input checked="" type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm</p> <p><input type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape</p> <p><input type="checkbox"/> Audio Tape <input type="checkbox"/> Floppy Disk</p> <p><input type="checkbox"/> Sound Book <input type="checkbox"/> Video Tape</p> <p><input type="checkbox"/> Other (specify) _____</p>	<p>8. Record Series Sequence</p> <p><input type="checkbox"/> Alphabetical</p> <p><input checked="" type="checkbox"/> Numerical</p> <p><input type="checkbox"/> Chronological</p> <p><input type="checkbox"/> Geographical</p> <p><input type="checkbox"/> Other (specify) _____</p>	<p>9. Volume</p> <p><input checked="" type="checkbox"/> File Drawer(s)</p> <p><input type="checkbox"/> Microfilm Reel(s)</p> <p><input type="checkbox"/> Computer Tape(s)</p> <p><input type="checkbox"/> Other (specify) _____ Electronic _____</p> <p><u>56</u> Number</p> <hr/> <p>10. Annual Accumulation</p> <p><input checked="" type="checkbox"/> File Drawer(s)</p> <p><input type="checkbox"/> Microfilm Reel(s)</p> <p><input type="checkbox"/> Computer Tape(s)</p> <p><input type="checkbox"/> Other (specify) (1 page)</p> <p><u>8</u> Number</p>
<p>11. File is Used</p> <p><input checked="" type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input type="checkbox"/> Annually</p> <p>For closed cases, never. For active cases, daily.</p>	<p>12. File Becomes Inactive After</p> <p><input type="checkbox"/> Month(s) <input checked="" type="checkbox"/> Year(s)</p> <p>Number <u>70</u></p>	
<p>13. Current Location(s) (Bldg., Floor, Room)</p> <p>Central Receiving Unit Forensic Sciences Division 221 Milford Road Pikesville, MD 21208</p>	<p>14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)</p> <p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>	
<p>15. Access Restrictions (If Yes, cite Law(s) & Regulation(s))</p> <p>Yes <input checked="" type="checkbox"/> No</p>	<p>16. Audit Requirements</p> <p><input type="checkbox"/> None <input type="checkbox"/> State <input type="checkbox"/> Federal <input checked="" type="checkbox"/> 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 5 years, then transfer to the State Records Center for an additional 65 years, then destroy.</p>	
<p>19. Name and Title of Preparer</p> <p>Wanda Kuperus, Ph. D. Quality Assurance / Safety Manager</p>	<p>20. Telephone Number</p> <p>443-357-1309</p>	<p>21. Date</p> <p>3/26/2014</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 410-739-1000		AGENCY RECORDS INVENTORY PAGE <u>2</u> OF <u>18</u>	
1. Department/Agency Department of State Police		2. Division Forensic Sciences Division		3. Unit	
DEFINITION - RECORD SERIES: A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.					
4. Record Series Title 21-01 LATENT FINGERPRINT CASE FILES				5. Earliest Year/Latest Year 2007 to 2014	
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 documentation of all Forensic Sciences Division analysis pertaining to latent fingerprint comparisons, shoe print comparisons and tire impressions. Includes chain of custody, examination documentation, administrative documentation, inked impressions on Official Fingerprint Cards and Fingerprint Charts for Court. Cases are filed sequentially by laboratory case number.					
7. Record Series Format(s) List all <input checked="" type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm <input type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape <input type="checkbox"/> Audio Tape <input type="checkbox"/> Floppy Disk <input type="checkbox"/> Bound Book <input type="checkbox"/> Video Tape <input type="checkbox"/> Other (specify) _____		8. Record Series Sequence <input type="checkbox"/> Alphabetical <input checked="" type="checkbox"/> Numerical <input type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (specify) _____		9. Volume <input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify) _____ Electronic _____ 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) (1 page) _____	
11. File is Used <input checked="" type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input type="checkbox"/> Annually For closed cases, never. For active cases, daily.			12. File becomes inactive after <input type="checkbox"/> Month(s) <input checked="" type="checkbox"/> Year(s) Number <u>70</u>		
13. Current Location(s) (Bldg., Floor, Room) Central Receiving Unit Forensic Sciences Division 221 Milford Road Pikesville, MD 21208			14. Is Record Series Duplicated Elsewhere? (if yes, specify agency or office.) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
15. Access Restrictions (if Yes, cite Law(s) & Regulation(s) Yes <input checked="" type="checkbox"/> No			16. Audit Requirements <input type="checkbox"/> None <input type="checkbox"/> State <input type="checkbox"/> Federal <input checked="" type="checkbox"/> Independent		
17. Is an Index System used? If yes, explain briefly and describe requirements Yes <input checked="" type="checkbox"/> No			18. Recommended Retention Retain 5 years, then transfer to the State Records Center for an additional 65 years, then destroy.		
19. Name and Title of Preparer Wanda Kuperus, Ph. D. Quality Assurance / Safety Manager		20. Telephone Number 443-357-1309		21. Date 5/28/2014	

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 410-299-1000		AGENCY RECORDS INVENTORY PAGE <u>3</u> OF <u>18</u>	
1. Department/Agency Department of State Police		2. Division Forensic Sciences Division		3. Unit	
DEFINITION - RECORD SERIES: A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.					
4. Record Series Title 21-02 TRACE EVIDENCE CASE FILES				5. Earliest Year/Latest Year 2005 to 2014	
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 documentation of all Forensic Sciences Division analysis pertaining to the examination and comparison of trace evidence. Includes chain of custody, examination documentation, administrative documentation and test reports. Cases are filed sequentially by laboratory case number.					
7. Record Series Format(s) - List all <input checked="" type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm <input type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape <input type="checkbox"/> Audio Tape <input type="checkbox"/> Floppy Disk <input type="checkbox"/> Sound Book <input type="checkbox"/> Video Tape <input type="checkbox"/> Other (specify) _____		8. Record Series Sequence <input type="checkbox"/> Alphabetical <input checked="" type="checkbox"/> Numerical <input type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (specify) _____		9. Volume <input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify) <u>Electronic</u> <u>36</u> Number	
				10. Annual Accumulation <input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify) (if any) <u>4</u> Number	
11. File is Used <input checked="" type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input type="checkbox"/> Annually For closed cases, never. For active cases, daily.			12. File Becomes Inactive After <input type="checkbox"/> Month(s) <input checked="" type="checkbox"/> Year(s) Number <u>30</u>		
13. Current Location(s) (Bldg., Floor, Room) Central Receiving Unit Forensic Sciences Division 221 Milford Road Pikesville, MD 21208			14. Is Record Series Duplicated Elsewhere? (if yes, specify agency or office.) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			16. Audit Requirements <input type="checkbox"/> None <input type="checkbox"/> State <input type="checkbox"/> Federal <input checked="" 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 5 years, then transfer to the State Records Center for an additional 25 years, then destroy.		
19. Name and Title of Preparer Wanda Kuperus, Ph. D. Quality Assurance / Safety Manager		20. Telephone Number 443-357-1309		21. Date 3/28/2014	

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 410-789-1000		AGENCY RECORDS INVENTORY PAGE <u>4</u> OF <u>18</u>	
1. Department/Agency Department of State Police		2. Division Forensic Sciences Division		3. Unit	
DEFINITION - RECORD SERIES: A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.					
4. Record Series Title 21-03 QUESTIONED DOCUMENT CASES				5. Earliest Year/Latest Year 2005 to 2014	
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 documentation of all Forensic Sciences Division analysis pertaining to handwriting comparison and questioned document examination. Includes chain of custody, examination documentation, administrative documentation and test reports. Cases are filed sequentially by laboratory case number.					
7. Record Series Format(s) List all <input checked="" type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm <input type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape <input type="checkbox"/> Audio Tape <input type="checkbox"/> Floppy Disk <input type="checkbox"/> Bound Book <input type="checkbox"/> Video Tape <input type="checkbox"/> Other (specify) _____		8. Record Series Sequence <input type="checkbox"/> Alphabetical <input checked="" type="checkbox"/> Numerical <input type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (specify) _____		9. Volume <input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify) _____ Electronic _____ 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) (1 page) _____	
11. File is Used <input checked="" type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input type="checkbox"/> Annually For closed cases, never. For active cases, daily.			12. File Becomes Inactive After <input type="checkbox"/> Month(s) <input checked="" type="checkbox"/> Year(s) Number <u>30</u>		
13. Current Location(s) (Bldg., Floor, Room) Central Receiving Unit Forensic Sciences Division 221 Milford Road Pikesville, MD 21208			14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)) Yes <input checked="" type="checkbox"/> No			16. Audit Requirements <input type="checkbox"/> None <input type="checkbox"/> State <input type="checkbox"/> Federal <input checked="" type="checkbox"/> Independent		
17. Is an Index System used? If yes, explain briefly and describe requirements Yes <input checked="" type="checkbox"/> No			18. Recommended Retention Retain 5 years, then transfer to the State Records Center for an additional 25 years, then destroy		
19. Name and Title of Preparer Wanda Kuperus, Ph. D. Quality Assurance / Safety Manager		20. Telephone Number 443-357-1309		21. Date 3/28/2014	

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 410-799-1939		AGENCY RECORDS INVENTORY PAGE <u>5</u> OF <u>18</u>	
1. Department/Agency Department of State Police		2. Division Forensic Sciences Division		3. Unit	
DEFINITION - RECORD SERIES: A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.					
4. Record Series Title 21-04 FIREARM/TOOLMARK CASES				5. Extent Year/Latest Year 2012 to 2014	
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 documentation of all Forensic Sciences Division analysis pertaining to the examination and comparison of firearms, projectiles, cartridge cases and toolmarks. Includes chain of custody, examination documentation, administrative documentation and test reports. Cases are filed sequentially by laboratory case number.					
7. Record Series Format(s) - List all <input checked="" type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm <input type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape <input type="checkbox"/> Audio Tape <input type="checkbox"/> Floppy Disk <input type="checkbox"/> Bound Book <input type="checkbox"/> Video Tape <input type="checkbox"/> Other (specify) _____		8. Record Series Sequence <input type="checkbox"/> Alphabetical <input checked="" type="checkbox"/> Numerical <input type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (specify) _____		9. Volume <input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify) _____ Electronic _____ 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) (1 page)	
11. File is Used <input checked="" type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input type="checkbox"/> Annually For closed cases, never. For active cases, daily.			12. File Becomes Inactive After <input type="checkbox"/> Month(s) <input checked="" type="checkbox"/> Year(s) Number <u>70</u>		
13. Current Location(s) (Bldg., Floor, Room) Central Receiving Unit Forensic Sciences Division 221 Milford Road Pikesville, MD 21208			14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			16. Audit Requirements <input type="checkbox"/> None <input type="checkbox"/> State <input type="checkbox"/> Federal <input checked="" 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 5 years, then transfer to the State Records Center for an additional 65 years, then destroy.		
19. Name and Title of Preparer Wanda Kuperus, Ph. D. Quality Assurance / Safety Manager		20. Telephone Number 443-357-1309		21. Date 3/28/2014	

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 410-700-1950		AGENCY RECORDS INVENTORY PAGE <u>6</u> OF <u>18</u>	
1. Department/Agency Department of State Police		2. Division Forensic Sciences Division		3. Unit	
DEFINITION - RECORD SERIES: A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.					
4. Record Series Title 21-5 EVIDENCE AND CONTROLLED DANGEROUS SUBSTANCES (CDS) DESTRUCTION LOGS/DISKS				5. Entire Year/Latest Year 2002 to 2009 (stored electronically after 2009)	
6. Record Series Description (Briefly describe the types of information/document/forms found in the series. Include the purpose or function of the series.) Maintained in ledger books and/or on floppy disks, these logs establish a line of custody from the receipt to the final disposition of Controlled Dangerous Substances (CDS) and other materials submitted as evidence in criminal cases.					
7. Record Series Format(s) List all <input checked="" type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm <input type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape <input type="checkbox"/> Audio Tape <input type="checkbox"/> Floppy Disk <input type="checkbox"/> Bound Book <input type="checkbox"/> Video Tape <input checked="" type="checkbox"/> Other (specify) <u>digital</u>		8. Record Series Sequence <input type="checkbox"/> Alphabetical <input type="checkbox"/> Numerical <input checked="" type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (specify) _____		9. Volume <input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <u>1</u> Number <input type="checkbox"/> Other (specify) <u>Electronic</u>	
				10. Annual Accumulation <input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <u>0</u> Number <input type="checkbox"/> Other (specify) (1 page)	
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 type="checkbox"/> Month(s) <input checked="" type="checkbox"/> Year(s) Number <u>30</u>		
13. Current Location(s) (Bldg., Floor, Room) Central Receiving Unit Forensic Sciences Division 221 Milford Road Pikesville, MD 21208			14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			16. Audit Requirements <input checked="" type="checkbox"/> None <input type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independent		
17. Is an Index System used? If yes, explain briefly and describe requirements <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			18. Recommended Retention Retain in Central Receiving Unit for 5 years, then transfer to State Records Center for an additional 10 years, then destroy. Effective October 2009 CDS destruction logs are stored electronically and destroyed after 15 years.		
19. Name and Title of Preparer Wanda Kuperus, Ph. D. Quality Assurance / Safety Manager		20. Telephone Number 443-357-1309		21. Date 3/28/2014	

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 410-716-1530		AGENCY RECORDS INVENTORY PAGE <u>7</u> OF <u>18</u>	
1. Department/Agency Department of State Police		2. Division Forensic Sciences Division		3. Unit	
DEFINITION - RECORD SERIES: A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.					
4. Record Series Title 21-06 MARYLAND STATE POLICE CRIME LABORATORY CONTROLLED DANGEROUS SUBSTANCES (CDS) DESTRUCTION LOG FILES				5. Earliest Year/Latest Year 20 <u> </u> to <u>20</u> <u> </u>	
6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) Contains all forms MSP 21-2 utilized in conjunction with the destruction of Controlled Dangerous Substances (CDS) being held at the Crime Laboratory no longer having evidentiary value. Retain 15 years, then destroy. (The use of this form ceased June 4, 2008, delete item 21-06 from the Schedule June 4, 2023.)					
7. Record Series Format(s) - List all <input checked="" type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm <input type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape <input type="checkbox"/> Audio Tape <input type="checkbox"/> Floppy Disk <input type="checkbox"/> Board Book <input type="checkbox"/> Video Tape <input type="checkbox"/> Other (specify) _____		8. Record Series Sequence <input type="checkbox"/> Alphabetical <input checked="" type="checkbox"/> Numerical <input type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (specify) _____		9. Volumes <input type="checkbox"/> File Drawers <input type="checkbox"/> Microfilm Reels <input type="checkbox"/> Computer Tapes <input type="checkbox"/> Other (specify) _____ Electronic _____ Number _____ 10. Annual Accumulation <input type="checkbox"/> File Drawers <input type="checkbox"/> Microfilm Reels <input type="checkbox"/> Computer Tapes <input checked="" type="checkbox"/> Other (specify) (1 page) No longer used	
11. File is Used <input type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input type="checkbox"/> Annually			12. File Successive in the After <input type="checkbox"/> Month(s) <input checked="" type="checkbox"/> Year(s) Number <u>15</u>		
13. Current Location(s) (Bldg., Floor, Room) Central Receiving Unit Forensic Sciences Division 221 Milford Road Pikesville, MD 21208			14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)) Yes <input checked="" type="checkbox"/> No			16. Audit Requirements <input checked="" type="checkbox"/> None <input type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independent		
17. Is an Index System used? If yes, explain briefly and describe requirements Yes <input checked="" type="checkbox"/> No			18. Recommended Retention Retain 15 years, then destroy.		
19. Name and Title of Preparer Wanda Kuperus, Ph. D. Quality Assurance / Safety Manager		20. Telephone Number 443-357-1309		21. Date 3/28/2014	

<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 410-790-1930</p>	<p>AGENCY RECORDS INVENTORY</p> <p>PAGE <u>8</u> OF <u>18</u></p>
1. Department/Agency Department of State Police	2. Division Forensic Sciences Division	3. Unit
<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>		
4. Record Series Title 21-07 CHEMISTRY CASE FILES		5. Earliest Year/Latest Year 2006 to 2014
<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 documentation of all Forensic Sciences Division analysis pertaining to the examination of Controlled Dangerous Substances (CDS). Includes chain of custody, examination documentation, administrative documentation and test reports. Cases are filed sequentially by laboratory case number.</p>		
<p>7. Record Series Format(s) - List all</p> <p><input checked="" type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm</p> <p><input type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape</p> <p><input type="checkbox"/> Audio Tape <input type="checkbox"/> Floppy Disk</p> <p><input type="checkbox"/> Bound Book <input type="checkbox"/> Video Tape</p> <p><input type="checkbox"/> Other (specify) _____</p>	<p>8. Record Series Sequence</p> <p><input type="checkbox"/> Alphabetical</p> <p><input checked="" type="checkbox"/> Numerical</p> <p><input type="checkbox"/> Chronological</p> <p><input type="checkbox"/> Geographical</p> <p><input type="checkbox"/> Other (specify) _____</p>	<p>9. Volume</p> <p><input checked="" type="checkbox"/> File Drawer(s)</p> <p><input type="checkbox"/> Microfilm Reel(s)</p> <p><input type="checkbox"/> Computer Tape(s)</p> <p><input type="checkbox"/> Other (specify) <u>Electronic</u></p> <p><u>208</u> Number</p> <hr/> <p>10. Annual Accumulation</p> <p><input checked="" type="checkbox"/> File Drawer(s)</p> <p><input type="checkbox"/> Microfilm Reel(s)</p> <p><input type="checkbox"/> Computer Tape(s)</p> <p><input type="checkbox"/> Other (specify) (1 page)</p> <p><u>26</u> Number</p>
<p>11. File is Used</p> <p><input checked="" type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input type="checkbox"/> Annually</p> <p>For closed cases, never. For active cases, daily.</p>		<p>12. File Becomes Inactive After</p> <p><input type="checkbox"/> Month(s) <input checked="" type="checkbox"/> Year(s)</p> <p>Number <u>30</u></p>
<p>13. Current Location(s) (Bldg., Floor, Room)</p> <p>Central Receiving Unit Forensic Sciences Division 221 Milford Road Pikesville, MD 21208</p>		<p>14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)</p> <p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>
<p>15. Access Restrictions (If Yes, cite Law(s) & Regulation(s))</p> <p>Yes <input checked="" type="checkbox"/> No</p>		<p>16. Audit Requirements</p> <p><input type="checkbox"/> None <input type="checkbox"/> State <input type="checkbox"/> Federal <input checked="" type="checkbox"/> 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 5 years, then transfer to the State Records Center for an additional 25 years, then destroy.</p>
<p>19. Name and Title of Preparer</p> <p>Wanda Kuperus, Ph. D. Quality Assurance / Safety Manager</p>		<p>20. Telephone Number</p> <p>443-357-1309</p>
		<p>21. Date 3/28/2014</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 410-790-1030</p>		<p>AGENCY RECORDS INVENTORY</p> <p>PAGE <u>9</u> OF <u>18</u></p>	
<p>1. Department/Agency Department of State Police</p>		<p>2. Division Forensic Sciences Division</p>		<p>3. Unit</p>	
<p>DEFINITION - RECORD SERIES: A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.</p>					
<p>4. Record Series Title 21-08 CRIME SCENE UNIT (CSU) CASE FILES</p>				<p>5. Earliest Year/Latest Year 2009 to 2014</p>	
<p>6. Record Series Description (Briefly describe the types of information/document/forms found in the series. Include the purpose or function of the series.) Contains copies of forms MSP 92, 92A, 67, and related paperwork, and original MSP 21-5, completed by Crime Scene Technicians. Cases are filed chronologically by date. Crime Scene Unit technicians are responsible for purging case files for transfer to the State Records Center.</p>					
<p>7. Record Series Format(s) List all</p> <p><input checked="" type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm</p> <p><input type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape</p> <p><input type="checkbox"/> Audio Tape <input type="checkbox"/> Floppy Disk</p> <p><input type="checkbox"/> Bound Book <input type="checkbox"/> Video Tape</p> <p><input checked="" type="checkbox"/> Other (specify) <u>digital</u></p>		<p>8. Record Series Sequence</p> <p><input type="checkbox"/> Alphabetical</p> <p><input checked="" type="checkbox"/> Numerical</p> <p><input type="checkbox"/> Chronological</p> <p><input type="checkbox"/> Geographical</p> <p><input type="checkbox"/> Other (specify) _____</p>		<p>9. Volume</p> <p><input type="checkbox"/> File Drawer(s)</p> <p><input type="checkbox"/> Microfilm Reel(s)</p> <p><u>4534</u> <input type="checkbox"/> Computer Tape(s)</p> <p>Number <input checked="" type="checkbox"/> Other (specify) <u>Electronic files</u></p>	
		<p>10. Annual Accumulation</p> <p><input type="checkbox"/> File Drawer(s)</p> <p><input type="checkbox"/> Microfilm Reel(s)</p> <p><u>1000</u> <input type="checkbox"/> Computer Tape(s)</p> <p>Number <input checked="" type="checkbox"/> Other (specify) <u>Electronic files</u></p>			
<p>11. File is Used</p> <p><input checked="" type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input type="checkbox"/> Annually</p> <p>For closed cases, never. For active cases, daily.</p>			<p>12. File Retained Inactive After</p> <p><input type="checkbox"/> Month(s) Year(s)</p> <p>Number <u>67</u></p>		
<p>13. Current Location(s) (Bldg., Floor, Room)</p> <p>StarLIMS Database Forensic Sciences Division 221 Milford Road Pikesville, MD 21208</p>			<p>14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)</p> <p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>		
<p>15. Access Restrictions (If Yes, cite Law(s) & Regulation(s))</p> <p>Yes <input checked="" type="checkbox"/> No</p>			<p>16. Audit Requirements</p> <p><input checked="" type="checkbox"/> None <input type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independent</p>		
<p>17. Is an Index System used? If yes, explain briefly and describe requirements</p> <p>Yes <input checked="" type="checkbox"/> No</p>			<p>18. Recommended Retention</p> <p>Retain 2 years, then transfer to the State Records Center for an additional 65 years, then destroy. Originals are filed in the case files maintained at the local Crime Scene Unit office and are kept in accordance with specific case file retention schedule.</p> <p>Effective January 2011, CSS case files are stored electronically and retained for 67 years.</p>		
<p>19. Name and Title of Preparer Wanda Kuperus, Ph. D. Quality Assurance / Safety Manager</p>		<p>20. Telephone Number 443-357-1309</p>		<p>21. Date 3/28/2014</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 410-799-1900</p>	<p>AGENCY RECORDS INVENTORY</p> <p>PAGE <u>10</u> OF <u>18</u></p>
<p>1. Department/Agency Department of State Police</p>	<p>2. Division Forensic Sciences Division</p>	<p>3. Unit</p>
<p>DEFINITION - RECORD SERIES: A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.</p>		
<p>4. Record Series Title 21-09 EVIDENCE TRANSPORTS</p>	<p>5. Earliest Year/Latest Year 2011 to 2014</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 copies of forms MSP 67 and MSP 67A of evidence transports made by Crime Scene Unit technicians that are filed chronologically by date.</p>		
<p>7. Record Series Format(s) - List all</p> <p><input checked="" type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm</p> <p><input type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape</p> <p><input type="checkbox"/> Audio Tape <input type="checkbox"/> Floppy Disk</p> <p><input type="checkbox"/> Bound Book <input type="checkbox"/> Video Tape</p> <p><input type="checkbox"/> Other (specify) _____</p>	<p>8. Record Series Sequence</p> <p><input type="checkbox"/> Alphabetical</p> <p><input type="checkbox"/> Numerical</p> <p><input checked="" type="checkbox"/> Chronological</p> <p><input type="checkbox"/> Geographical</p> <p><input type="checkbox"/> Other (specify) _____</p>	<p>9. Volume</p> <p><input checked="" type="checkbox"/> File Drawer(s)</p> <p><input type="checkbox"/> Microfilm Reel(s)</p> <p><input type="checkbox"/> Computer Tape(s)</p> <p><input type="checkbox"/> Other (specify) _____ Electronic _____</p> <p><u>13</u> Number</p> <p>10. Annual Accumulation</p> <p><input checked="" type="checkbox"/> File Drawer(s)</p> <p><input type="checkbox"/> Microfilm Reel(s)</p> <p><input type="checkbox"/> Computer Tape(s)</p> <p><input type="checkbox"/> Other (specify) (1 page)</p> <p><u>5</u> Number</p>
<p>11. File is Used</p> <p><input checked="" type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input checked="" type="checkbox"/> Annually</p>	<p>12. File Becomes Inactive After</p> <p><input type="checkbox"/> Month(s) <input checked="" type="checkbox"/> Year(s)</p> <p>Number <u>3</u></p>	
<p>13. Current Location(s) (Bldg., Floor, Room)</p> <p>Crime Scene Section Offices Statewide Forensic Sciences Division 221 Milford Road Pikesville, MD 21208</p>	<p>14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)</p> <p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>	
<p>15. Access Restrictions (If Yes, cite Law(s) & Regulation(s))</p> <p>Yes <input checked="" type="checkbox"/> No</p>	<p>16. Audit Requirements</p> <p><input checked="" type="checkbox"/> None <input type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independent</p>	
<p>17. Is an Index System used? If yes, explain briefly and describe requirements</p> <p>Yes <input checked="" type="checkbox"/> No</p>	<p>18. Recommended Retention</p> <p>Retain 3 years, then destroy. Originals are filed in the case files maintained at the local installation or agency and are kept in accordance with specific case file retention schedule.</p>	
<p>19. Name and Title of Preparer Wanda Kuperus, Ph. D. Quality Assurance / Safety Manager</p>	<p>20. Telephone Number 443-357-1309</p>	<p>21. Date 3/28/2014</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 410-789-1893		AGENCY RECORDS INVENTORY PAGE <u>12</u> OF <u>18</u>	
1. Department/Agency Department of State Police		2. Division Forensic Sciences Division		3. Unit	
DEFINITION - RECORD SERIES: A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.					
4. Record Series Title 21- 11 CRIME SCENE UNIT (CSU) TECHNICIAN TASK LIST AND FIELD NOTES				5. Earliest Year/Latest Year 2009 to 2014	
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 originals of form MSP 21-5, Crime Scene Unit Technician Task List and Field Notes Form, filed chronologically by date in case files.					
7. Record Series Format(s) List all <input checked="" type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm <input type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape <input type="checkbox"/> Audio Tapes <input type="checkbox"/> Floppy Disk <input type="checkbox"/> Bound Book <input type="checkbox"/> Video Tape <input checked="" type="checkbox"/> Other (specify) <u>digital</u>		8. Record Series Sequence <input type="checkbox"/> Alphabetical <input checked="" type="checkbox"/> Numerical <input type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (specify) _____		9. Volume <input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify) <u>Electronic Files</u> 4534 Number	
				10. Annual Accumulation <input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify) <u>Electronic Files</u> 1000 Number	
11. File is Used <input checked="" type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input type="checkbox"/> Annually For closed cases never; for active cases daily.			12. File becomes inactive After <input type="checkbox"/> Month(s) <input checked="" type="checkbox"/> Year(s) Number <u>77</u>		
13. Current Location(s) (Bldg., Floor, Room) StarLIMS Database Forensic Sciences Division 221 Milford Road Pikesville, MD 21208			14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			16. Audit Requirements <input checked="" type="checkbox"/> None <input type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independent		
17. Is an Index System used? If yes, explain briefly and describe requirements <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			18. Recommended Retention Retain 2 years, then transfer to the State Records Center for additional 75 years, then destroy. Effective January 2011, CSU case files are stored electronically and retained 77 years, then delete.		
19. Name and Title of Preparer Wanda Kuperus, Ph. D. Quality Assurance / Safety Manager		20. Telephone Number 443-357-1309		21. Date 3/28/2014	

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 410-786-1300	AGENCY RECORDS INVENTORY PAGE <u>14</u> OF <u>18</u>
1. Department/Agency Department of State Police	2. Division Forensic Sciences Division	3. Unit
DEFINITION - RECORD SERIES: A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.		
4. Record Series Title 21- 13 ADMINISTRATIVE FILES FROM THE DIRECTOR'S DESK	5. Earliest Year/Latest Year 2008 to 2014	
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 notes and files from the Office of the Director of the Forensic Sciences Division.		
7. Record Series Format(s) List all <input checked="" type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm <input type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape <input type="checkbox"/> Audio Tape <input type="checkbox"/> Floppy Disk <input type="checkbox"/> Bound Book <input type="checkbox"/> Video Tape <input type="checkbox"/> Other (specify) _____	8. Record Series Sequence <input type="checkbox"/> Alphabetical <input type="checkbox"/> Numerical <input checked="" type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (specify) _____	9. Volume <input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify) <u>Electronic</u> <u>6</u> Number 10. Annual Accrualization <input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify) (1 page) <u>1</u> Number
11. File is Used <input checked="" type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input type="checkbox"/> Annually	12. File Expires Inactive After <input type="checkbox"/> Month(s) <input checked="" type="checkbox"/> Year(s) Number <u>20</u>	
13. Current Location(s) (Bldg., Floor, Room) Director's Office Forensic Sciences Division 221 Milford Road Pikesville, MD 21208	14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)) Yes <input checked="" type="checkbox"/> No	16. Auth Requirements <input checked="" type="checkbox"/> None <input type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independent	
17. Is an Index System used? If yes, explain briefly and describe requirements Yes <input checked="" type="checkbox"/> No	18. Recommended Retention Retain 3 years, then transfer to the State Records Center for an additional 17 years, then destroy	
19. Name and Title of Preparer Wanda Kuperus, Ph. D. Quality Assurance / Safety Manager	20. Telephone Number 443-357-1309	21. Date 3/28/2014

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 410-750-1930		AGENCY RECORDS INVENTORY PAGE <u>15</u> OF <u>18</u>	
1. Department/Agency Department of State Police		2. Division Forensic Sciences Division		3. Unit	
DEFINITION - RECORD SERIES: A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.					
4. Record Series Title 21-14 TOXICOLOGY UNIT				5. Earliest Year/Latest Year 2003 to 2014	
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 documentation of all Forensic Sciences Division analysis pertaining to the examination of pertaining to the examination blood alcohol and drug content. Includes chain of custody, examination documentation, administrative documentation and test reports. Cases are filed sequentially by laboratory case number.					
7. Record Series Format(s) List all <input checked="" type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm <input type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape <input type="checkbox"/> Audio Tape <input type="checkbox"/> Floppy Disk <input type="checkbox"/> Bound Book <input type="checkbox"/> Video Tape <input type="checkbox"/> Other (specify) _____		8. Record Series Sequence <input type="checkbox"/> Alphabetical <input checked="" type="checkbox"/> Numerical <input type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (specify) _____		9. Volume <input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify) _____Electronic____ <u>33</u> Number	
				10. Actual 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) (1 page) <u>3</u> Number	
11. File is Used <input type="checkbox"/> Daily <input checked="" type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input type="checkbox"/> Annually For closed cases, never. For active cases, daily.			12. File Becomes Inactive After <input type="checkbox"/> Month(s) <input checked="" type="checkbox"/> Year(s) Number <u>30</u>		
13. Current Location(s) (Bldg., Floor, Room) Central Receiving Unit Forensic Sciences Division 221 Milford Road Pikesville, MD 21208			14. Is Record Series Duplicated Elsewhere? (if yes, specify agency or office.) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			16. Audit Requirements <input type="checkbox"/> None <input type="checkbox"/> State <input type="checkbox"/> Federal <input checked="" 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 5 years, then transfer to the State Records Center for an additional 25 years, then destroy.		
19. Name and Title of Preparer Wanda Kuperus, Ph. D. Quality Assurance / Safety Manager		20. Telephone Number 443-357-1309		21. Date 3/28/2014	

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 410-730-1530		AGENCY RECORDS INVENTORY PAGE <u>16</u> OF <u>18</u>	
1. Department/Agency Department of State Police		2. Division Forensic Sciences Division		3. Unit	
DEFINITION - RECORD SERIES: A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.					
4. Record Series Title 21-15 PHOTOGRAPHY UNIT				5. Earliest Year/Latest Year 2009 to 2014	
6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) 1. Criminal Case Negatives 2. BI Negatives 3. BI Digital Images 4. Digital images stored in Veripic					
7. Record Series Format(s) List all <input checked="" type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm <input type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape <input type="checkbox"/> Audio Tape <input type="checkbox"/> Floppy Disk <input type="checkbox"/> Sound Book <input type="checkbox"/> Video Tape <input checked="" type="checkbox"/> Other (specify) <u>digital</u>		8. Record Series Sequence <input type="checkbox"/> Alphabetical <input checked="" type="checkbox"/> Numerical <input type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (specify) _____		9. Volume <input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <u>25</u> <input type="checkbox"/> Computer Tape(s) Number <input type="checkbox"/> Other (specify) <u>Electronic</u>	
				10. Annual Accumulation <input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <u>5</u> <input type="checkbox"/> Computer Tape(s) Number <input type="checkbox"/> Other (specify) (1 page)	
11. File is Used <input checked="" type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input type="checkbox"/> Annually			12. File Becomes Inactive After <input type="checkbox"/> Month(s) <input checked="" type="checkbox"/> Year(s) Number <u>70</u>		
13. Current Location(s) (Bldg., Floor, Room) Photography Unit & Veripic Database Forensic Sciences Division 221 Milford Road Pikesville, MD 21208			14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s) Yes <input checked="" type="checkbox"/> No			16. Audit Requirements <input checked="" type="checkbox"/> None <input type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independent		
17. Is an Index System used? If yes, explain briefly and describe requirements Yes <input checked="" type="checkbox"/> No			18. Recommended Retention <u>Criminal Case Negatives</u> Retain 5 years, then transfer to the State Records Center for an additional 65 years, then destroy. <u>BI Negatives</u> Retain at the State Records Center for 30 years, then destroy. <u>BI Digital Images</u> Retain in the MSP Photography Unit for 30 years, then destroy. <u>Digital Images Stored in Veripic</u> Electronic images stored in Veripic and retained for 70 years, then deleted.		
19. Name and Title of Preparer Wanda Kuperus, Ph. D. Quality Assurance / Safety Manager		20. Telephone Number 443-357-1309		21. Date 3/28/2014	

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 410-295-1030		AGENCY RECORDS INVENTORY PAGE <u>17</u> OF <u>18</u>	
1. Department/Agency Department of State Police		2. Division Forensic Sciences Division		3. Unit	
DEFINITION - RECORD SERIES: A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.					
4. Record Series Title 21-16 HEALTH AND SAFETY				5. Earliest Year/Latest Year 2002 to 2014	
6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) Documents related to the Forensic Sciences Division Health and Safety Program					
7. Record Series Format(s) List all <input checked="" type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm <input type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape <input type="checkbox"/> Audio Tape <input type="checkbox"/> Floppy Disk <input type="checkbox"/> Bound Book <input type="checkbox"/> Video Tape <input type="checkbox"/> Other (specify) _____		8. Record Series Sequence <input type="checkbox"/> Alphabetical <input type="checkbox"/> Numerical <input checked="" type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (specify) _____		9. Volume <input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify) _____ Electronic _____ Number <u>1</u>	
				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) (1 page) Number <u>100</u>	
11. File is Used <input type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input checked="" type="checkbox"/> Annually			12. File Becomes Inactive After <input type="checkbox"/> Month(s) <input type="checkbox"/> Year(s) Number <u>30</u>		
13. Current Location(s) (Bldg., Floor, Room) Quality Assurance Office Forensic Sciences Division 221 Milford Road Pikesville, MD 21208			14. Is Record Series Duplicated Elsewhere? (if yes, specify agency or office.) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)) Yes <input checked="" type="checkbox"/> No			16. Audit Requirements <input type="checkbox"/> None <input type="checkbox"/> State <input type="checkbox"/> Federal <input checked="" type="checkbox"/> Independent		
17. Is an Index System used? If yes, explain briefly and describe requirements Yes <input checked="" type="checkbox"/> No			18. Recommended Retention Retain 7 years, then transfer to the State Records Center for an additional 23 years, then destroy.		
19. Name and Title of Preparer Wanda Kuperus, Ph. D. Quality Assurance / Safety Manager		20. Telephone Number 443-357-1309		21. Date 3/28/2014	

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>18</u> OF <u>18</u>	
1. Department/Agency Department of State Police		2. Division Forensic Sciences Division		3. Unit	
DEFINITION - RECORD SERIES: A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.					
4. Record Series Title 21-17 QUALITY ASSURANCE MATERIALS				5. Earliest Year/Latest Year 1997 to 2014	
6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) Quality assurance manuals and calibration records, proficiency tests, witness evaluations, and other associated Quality Assurance documents.					
7. Record Series Format(s) List all <input checked="" type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm <input type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape <input type="checkbox"/> Audio Tape <input type="checkbox"/> Floppy Disk <input type="checkbox"/> Bound Book <input type="checkbox"/> Video Tape <input type="checkbox"/> Other (specify) _____		8. Record Series Sequence <input type="checkbox"/> Alphabetical <input type="checkbox"/> Numerical <input checked="" type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (specify) _____		9. Volumes <input type="checkbox"/> File Drawers(s) <input type="checkbox"/> Microfilm Reels(s) <input type="checkbox"/> Computer Tapes(s) <input type="checkbox"/> Other (specify) _____ Electronic _____ 10. Annual Accumulation <input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tapes(s) <input type="checkbox"/> Other (specify) (1 page)	
11. File is Used <input type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input checked="" type="checkbox"/> Annually			12. File Becomes Inactive After <input type="checkbox"/> Month(s) <input checked="" type="checkbox"/> Year(s) Number <u>30</u>		
13. Current Location(s) (Bldg., Floor, Room) Quality Assurance Office Forensic Sciences Division 221 Milford Road Pikesville, MD 21208			14. Is Record Series Duplicated Elsewhere? (if yes, specify agency or office.) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			16. Audit Requirements <input type="checkbox"/> None <input type="checkbox"/> State <input type="checkbox"/> Federal <input checked="" 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 at the Forensic Sciences Division for 7 years, from the completion of the last American Society of Crime Laboratory Directors/Laboratory Accrediting Board (ASCLD/LAB) inspection to the completion of the next ASCLD/LAB inspection), then transfer to State Records Center for an additional 23 years, then destroy.		
19. Name and Title of Preparer Wanda Kuperus, Ph. D. Quality Assurance / Safety Manager		20. Telephone Number 443-357-1309		21. Date 3/28/2014	