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 it	s entirety.				
21-00	to serology and deoxyribonucleic acid (DNA) examination. Includ	ns documentation of all Forensic Sciences Division analysis pertaining logy and deoxyribonucleic acid (DNA) examination. Includes chain of y, examination documentation, administrative documentation and test				
21-01	LATENT FINGERPRINT CASE FILES Contains documentation of all Forensic Sciences Division analysis to latent fingerprint comparisons, shoe print comparisons and tire impressions. Includes chain of custody, examination documentation administrative documentation, inked impressions on Official Finge and Fingerprint Charts for Court. Cases are filed sequentially by Loase number.	on, rprint Cards	Retain 5 years, then transfer to the State Records Center for an additional 65 years years, then destroy.			
21-02	TRACE EVIDENCE CASE FILES Contains documentation of all Forensic Sciences Division analysis to the examination and comparison of trace evidence. Includes coustody, examination documentation, administrative documentation reports. Cases are filed sequentially by laboratory case number.	hain of	Retain 5 years, then transfer to the State Records Center for an additional 25 years, then destroy.			
21-03	QUESTIONED DOCUMENT CASES Contains documentation of all Forensic Sciences Division analysis to handwriting comparison and questioned document examination chain of custody, examination documentation, administrative document test reports. Cases are filed sequentially by laboratory case in	Retain 5 years, then transfer to the State Records Center for an additional 25 years, then destroy.				
21-04	FIREARM/TOOLMARK CASES Contains documentation of all Forensic Sciences Division analysis to the examination and comparison of firearms, projectiles, cartridg and toolmarks. Includes chain of custody, examination documental administrative documentation and test reports. Cases are filed secular by laboratory case number.	e cases tion,	Retain 5 years, then transfer to the State Records Center for an additional 65 years, then destroy.			
21-05	EVIDENCE AND CONTROLLED DANGEROUS SUBSTANCES (C DESTRUCTION LOGS/DISKS Up to September 2009, maintained in ledger books and/or on flopp these logs establish a line of custody from the receipt to the final di of Controlled Dangerous Substances (CDS) and other materials su evidence in criminal cases. Effective October 2009, the destruction created electronically and maintained in a computer system.	y disks, sposition bmitted as	Paper records for item 21-5 were retained up through September 2009 in Central Receiving Unit for 5 years, then transfed 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.			
	MARYLAND STATE POLICE CRIME LABORATORY CONTROLLS DANGEROUS SUBSTANCES (CDS) DESTRUCTION LOG FILES Contains all MSP 21-2 forms utilized in conjunction with the destruction controlled Dangerous Substances (CDS) being held at the Crime Line longer having evidentiary value.	tion of	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.)			
hedule Ap	proved by Department, Agency, or Division Representative	Schedule	Authorized by State Archivist			
te: June inature:	Thomas L. Vondersmith Jr.	Date:	Sum to Bol			

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

Page 2 of 3

Agency Maryland Department of State Police Division/Unit Forensic Sciences Division

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. 21-08 CRIME SCENE SECTION (CSS) CASE FILES Up through December 2010, contains paper copies of forms MSP 92, 92A, 67, 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 florms and related information are maintained in an electronic computer system. 21-09 EVIDENCE TRANSPORTS Contains copies of forms MSP 67 and MSP 67A of evidence transports made by Crime Scene Unit technicians that are filed chronologically by date. Effective January 2011, CSS case files are retained electronically in a computer system for 77 years, then destroy originals are filed in the case files are tetained electronically in a computer system. 21-10 VACANT 21-11 CRIME SCENE SECTION (CSS) TECHNICIAN TASK LIST AND FIELD NOTES 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. 21-12 VACANT VACANT ADMINISTRATIVE FILES FROM THE DIRECTOR'S DESK Contains notes and files from the Office of the Director of the Forensic Sciences Division. 21-14 COXIGOLOGY UNIT	iviaryiand t	Department of State Police Fi	orensic Sciences Division
the examination of all Forensic Sciences Division analysis pertaining to the examination of Controlled Dangerous Substances (CDS). Includes chain of additional 25 years, then des deditional 25 years, then des reports. Cases are filed sequentially by laboratory case number. 21-08 CRIME SCENE SECTION (CSS) CASE FILES. 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 Inchinicians. Cases are filed chronologically by date. Crime Scene Unit technicians are responsible for purity paper pare files for transfer to the State Records Center (Purging case files ended December 3, 2010). Effective January 1, 2011, the case forms and related information are maintained in an electronic computer system. EVIDENCE TRANSPORTS Contains copies of forms MSP 67 and MSP 67A of evidence transports made by Crime Scene Unit technicians that are filed chronologically by date. 21-10 VACANT 21-11 CRIME SCENE SECTION (CSS) TECHNICIAN TASK LIST AND FIELD NOTES 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. VACANT VACANT VACANT VACANT VACANT ADMINISTRATIVE FILES FROM THE DIRECTOR'S DESK Contains notes and files from the Office of the Director of the Forensic Sciences Division. ADMINISTRATIVE FILES FROM THE DIRECTOR'S DESK Contains notes and files from the Office of the Director of the Forensic Sciences Division and test reports. Cases are filed sequentially by laboratory case inturbut. VACANT TOXICOLOGY UNIT Contains documentation of all Forensic Sciences Division analysis pertaining to the examination of pertaining to the examination, administrative documentation and rest reports. Cases are filed sequentially by laboratory case inturbut.	Item No.	Description	Retention
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21-09. EVIDENCE TRANSPORTS Contains copies of forms MSP 67 and MSP 67A of evidence transports made by Crime Scene Unit technicians that are filed chronologically by date. 21-10 VACANT 21-11 CRIME SCENE SECTION (CSS) TECHNICIAN TASK LIST AND FIELD NOTES 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 are retained electronically in a computer system. 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. 21-12 VACANT VACANT VACANT ADMINISTRATIVE FILES FROM THE DIRECTOR'S DESK Contains notes and files from the Office of the Director of the Forensic Sciences Division. TOXIGOLOGY UNIT 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.	21-08	Up through December 2010, contains paper copies of forms MSP 92, 92A, 67, 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	Up through December 2010, paper records were retained 2 years, then transfered 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.
EVIDENCE TRANSPORTS Contains copies of forms MSP 67 and MSP 67A of evidence transports made by Crime Scene Unit technicians that are filed chronologically by date. 21-10 VACANT 21-11 CRIME SCENE SECTION (CSS) TECHNICIAN TASK LIST AND FIELD NOTES 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. 21-12 VACANT 21-13 ADMINISTRATIVE FILES FROM THE DIRECTOR'S DESK Contains notes and files from the Office of the Director of the Forensic Sciences Division. 21-14 TOXICOLOGY UNIT Contains documentation of all Forensic Sciences Division analysis pertaining to the examination blood alcohol and drug content. Includes chain of custody, examination blood alcohol and drug content. Includes chain of custody, examination blood alcohol and drug content. Includes chain of custody, examination blood alcohol and drug content. Includes chain of custody, examination blood alcohol and drug content. Includes chain of custody, examination blood alcohol and drug content. Includes chain of custody, examination become and files sequentially by laboratory case number.			electronically in a computer system for 77 years, then
21-11 CRIME SCENE SECTION (CSS) TECHNICIAN TASK LIST AND FIELD NOTES 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. Up through December 2010, paper records were retained years, then transfered to the State Records Center for additional 75 years, then destroyed. Effective January 2011, CSS case files are retained electronically in a computer system for 77 years, then deleted. VACANT VACANT ADMINISTRATIVE FILES FROM THE DIRECTOR'S DESK Contains notes and files from the Office of the Director of the Forensic Sciences Division. TOXICOLOGY UNIT Contains documentation of all Forensic Sciences Division analysis pertaining to the examination of pertaining to the examination of pertaining to the examination and test reports. Cases are filed sequentially by laboratory case number.	21-09	Contains copies of forms MSP 67 and MSP 67A of evidence transports made by	installation or agency and are kept in accordance with specific
Up through December 2010, CSS) TECHNICIAN TASK LIST AND FIELD NOTES 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. 21-12 VACANT ADMINISTRATIVE FILES FROM THE DIRECTOR'S DESK Contains notes and files from the Office of the Director of the Forensic Sciences Division. TOXICOLOGY UNIT 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 blood alcohol and drug content. Includes chain of custody, 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.	21-10	VACANT	VACANT
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TOXICOLOGY UNIT 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.	21-13	ADMINISTRATIVE FILES FROM THE DIRECTOR'S DESK Contains notes and files from the Office of the Director of the Forensic Sciences	Retain 3 years, then transfer to the State Records Center for an additional 17 years, then destroy
DGS 550-1A	21-14	TOXICOLOGY UNIT 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.	Retain 5 years, then transfer to the State Records Center for an additional 25 years, then destroy
		DGS 550-1A	

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

Description	Retention
PHOTOGRAPHY UNIT 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.	Criminal Case Negatives Retain 5 years, then transfer to the State Records Center for an additional 72 years, then destro Bi Negatives Retain at the State Records Center for 30 years, then destroy.
	BI Digital Images Retain in the MSP Photography Unit for 30 years, then destroy.
	Digital Images Stored Electronically Electronic images retained in a computer system for 77 years, then deleted.
HEALTH AND SAFETY Documents related to the Forensic Sciences Division Health and Safety Program	Retain 7 years, then transfer to the State Records Center for an additional 23 years, then destro
QUALITY ASSURANCE MATERIALS Quality assurance manuals and calibration records, proficiency tests, witness evaluations, and other associated Quality Assurance documents.	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 Cente for an additional 23 years, then destroy.
0-1A	

Instructions -Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)	DEPARTMENT OF GE RECORDS MANAGE 7275 Waterloo Roa Jessup, Mary	EMENT DIVISION BOX 27 Mand 20794	ON		
Department of State Police	Forensic Sciences		-3, Simi		
DEFINITION - RECORD SERIES: A group of related records 4. Record Series Title 21-00 BIOLOGY/DNA EVIDENCE CASE FILES	normally filed and used as	s a unit for reference as well as retention and disposition purposes. 5. Extent YearLenet Year 2007 to 2014			
Record Some Description (Briefly assume the types of information of contains documentation of all Forensic Sciences Divincludes chain of custody, examination documentation laboratory case number.	ision analysis pertaining	to serology	and deoxyribonucleic acid (DNA) examination.		
X Letter Size	Algorathetical X. Numercell Christological Christological Christological Christological Christological		X. File Disswer(b) Microffen Raul(s)		
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Central Receiving Unit Forensic Sciences Division 221 Milford Road Pikesville, MD 21208		м. ts Record Series Duplicated Elsewhere? (if yes, specify agency or office.) Уез X No			
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s) Yes X No		None □ State □ Federal X Independent			
Is an Index System used? If yes, explain briefly and describe requirements Yes X No		Retain 5 y	ears, then transfer to the State Records Center for nal 65 years, then destroy.		
Wanda Kuperus, Ph. D. Quality Assurance / Safety Manager 20. Telegrore Municipal Superus (August 1988) 443-357-13		AYA	21. Date 3/29/2014		

Instructions - Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 59-1) DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 Water Rock QUID SERVEY DEPARTMENT OF GENERAL SERVICES PAGE _ 2						
### Schedule (DGS 550-1) Type Ty	Instructions –Type or Print a separate form for each new	DEPARTMENT OF G	ENERAL SERVICES		AGENCY RECORDS INVENTORY	
Schedule (DGS 850-1) T276 Waterloo Road, P.O. Box 275 Jessup, Maryland 20784 2 OF 18 Jessup, Maryland 20784 2 OF 18 Jessup, Maryland 20784 2 OF 18 Jessup Maryland 20784 2 OF 18 2 OF 18 Jessup Maryland 20784 2 OF 18 Je						
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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 Chards for Court. Cases are filed sequentially by laboratory case number. 7. Pacent Series Financial List at 8. Pacent Series Sequence	E Parent Francisco Control Con	Found to the name of the day the decision	or or Employ of the or	orine 1		
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. Pacint Benef Finnetitis List all E. Record Series Sequence S. Volume Microtine Resitor						
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Central Receiving Unit Forensic Sciences Division 221 Milford Road Pikesville, MD 21208 Yes X No 15. Access Restrictions (If Yes, cite Law(s) & Regulation(s) Yes X No None State Federal X Independent 17. Is an Index System used? If yes, explain briefly and describe requirements Yes X No 18. Access Restrictions (If Yes, cite Law(s) & Regulation(s) Yes X No 19. Access Restrictions (If Yes, cite Law(s) & Regulation(s) Yes X No 10. Access Restrictions (If Yes, cite Law(s) & Regulation(s) None State Federal X Independent 16. Access Restrictions (If Yes, cite Law(s) & Regulation(s) None State Federal X Independent 17. Is an Index System used? If yes, explain briefly and describe requirements Yes X No 18. Access Restrictions (If Yes, cite Law(s) & Regulation(s) None State Federal X Independent 18. Access Restrictions (If Yes, cite Law(s) & Regulation(s) None State Federal X Independent 18. Access Restrictions (If Yes, cite Law(s) & Regulation(s) None State Federal X Independent 19. Access Restrictions (If Yes, cite Law(s) & Regulation(s) None State Federal X Independent 19. Access Restrictions (If Yes, cite Law(s) & Regulation(s) None State Federal X Independent 19. Access Restrictions (If Yes, cite Law(s) & Regulation(s) None State Federal X Independent 19. Access Restrictions (If Yes, cite Law(s) & Regulation(s) None State Federal X Independent 19. Access Restrictions (If Yes, cite Law(s) & Regulation(s) None State Federal X Independent 19. Access Restrictions (If Yes, cite Law(s) & Regulation(s) None State Federal X Independent 19. Access Restrictions (If Yes, cite Law(s) & Regulation(s) None State Federal X Independent 19. Access Restrictions (If Yes, cite Law(s) & Regulation(s) None State Federal X Independent 19. Access Restrictions (If Yes, cite Law(s) & Regulation(s) None State Federal X Independent 19. Access Restrictions (If Yes, cite Law(s) & Regulation(s) None State Federal X Independent 19. Access Restrictions (If Yes, cite Law(s) & Regulation(s) None State Federal X Independent 19						
Forensic Sciences Division 221 Milford Road Pikesville, MD 21208 Yes X No 15. Access Restrictions (If Yes, cite Law(s) & Regulation(s) Yes X No None State Federal X Independent 17. Is an Index System used? If yes, explain briefly and describe requirements Yes X No 18. Recommended Returnson Retain 5 years, then transfer to the State Records Center for an additional 65 years, then destroy. 18. Name and Title of Preparer Wanda Kuperus, Ph. D. 19. Takegooinia Number 21. Date Topicolis Number 19. Date Name 22. Takegooinia Number 19. Date Name 23. Takegooinia Number 19. Date Name 24. Date Name 25. Takegooinia Number 19. Date Name 25. Takegooinia Number 19. Date			14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or			
221 Milford Road Pikesville, MD 21208 Yes X No 15. Access Restrictions (If Yes, cite Law(s) & Regulation(s) Yes X No None State Federal X Independent 17. Is an Index System used? If yes, explain briefly and describe requirements Yes X No 18. Recommended Relimbon Retain 5 years, then transfer to the State Records Center for an additional 65 years, then destroy. 18. Name and Title of Preparer Wanda Kuperus, Ph. D.			office.)			
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16. Name and Title of Preparer 20. Takenomia Number 21. Date Wanda Kuperus, Ph. D. 442, 257, 4200			an addition	ears, the	ers, then destroy.	
Wanda Kuperus, Ph. D.	Yes X No		2000 CO 1000 C		CONTROL METOR DETONATED	
Wanda Kuperus, Ph. D.			-			
		20. Tanghore Num	Dec	21. Date		
Quality Assurance / Salety Manager		443-357-13	309	3/28/2014		
	Quality Assurance / Safety Manager		nite.	-		

Instructions -Type or Print a separate form for each new	DEPARTMENT OF GE	NERAL SERV	CES AGENCY RECORDS INVENTORY		
or revised record series. Forward with Records Retention	RECORDS MANAGE	EMENT DIVISION	ON		
Schedule (DGS 550-1)	7275 Waterloo Ros	id, P.O. Box 27	5 PAGE 3 OF 18		
	Jessup, Maryl				
1. Department Agency	2. Division		3. Unit		
Department of State Police	Forensic Sciences I	Division			
DEFINITION - RECORD SERIES: A group of related records 4. Record Series Title	normally filed and used as	a unit for refer	ence as well as retention and disposition purposes.		
21-02 TRACE EVIDENCE CASE FILES			2005 to 2014		
6. Record Sense Description (Briefly describe the types of information/documents/forms	Source in the number include the purpos	e or function of the se	nie)		
province respect to the same			and the second s		
Contains documentation of all Forensic Sciences Div chain of custody, examination documentation, admini	ision analysis pertaining strative documentation	to the exami and test repo	ination and comparison of trace evidence. Includes irts. Cases are filed sequentially by laboratory case		
number.		LOVE AND			
7, Record Series Formul(ii) 1341 et	B. Placont Barles Da	doubles ;	R. Volume a. File Drawnicki		
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For closed cases, never. For active cases, daily.		Number30			
13. Current Location(s) (Etts), Floor, Aporti		u. Is Recor	d Series Duplicated Elsewhere? (If yes, specify agency or		
Central Receiving Unit Forensic Sciences Division		office.)			
221 Milford Road					
Pikesville, MD 21208		Yes X No			
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)		10. Audit Responsests			
Yes X No		□ None	☐ State ☐ Federal X Independent		
17. Is an Index System used? If yes, explain briefly a	and describe	Care and a second and	edel function		
requirements	Retain 5 ye an addition	ears, then transfer to the State Records Center for nal 25 years, then destroy.			
Yes X No		Litel/Approach to			
III Name and Title of Preparer	25. Teisumum Numb	Mr.	31. Date 3/28/2014		
Wanda Kuperus, Ph. D. Quality Assurance / Safety Manager	443-357-13	109			
edulity Assurance / Salety Manager	11000000				

Yes X No		an addition	nal 25 years, then destroy		
 Is an index System used? If yes, explain briefly and describe requirements 			ears, then transfer to the State Records Center for		
Yes X No		□ None □ State □ Federal X Independent			
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Forensic Sciences Division 221 Milford Road Pikesville, MD 21208					
13. Current Localizacy) (Blutg., Faco:, Rosen) Central Receiving Unit					
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7. Record Series Furnat(s) List at	S. Placord Series Se	egumos	8. Volume x. File Dissert(i)		
examination. Includes chain of custody, examination sequentially by laboratory case number.	documentation, admin	strative docu	mentation and test reports. Cases are filed		
II. Nacord Series Description (Blistly describe the ligner of international contains documentation of all Forensic Sciences Div	ision analysis pertaining	g to handwriting	ng comparison and questioned document		
21-03 QUESTIONED DOCUMENT CASES			2005 to 2014		
4, Nacond Surses Title			S. Enthant Vaset Latest Vaset		
DEFINITION - RECORD SERIES: A group of related records	normally filed and used a	s a unit for refer	rence as well as retention and disposition purposes.		
1. Department of State Police	Forensic Sciences	Division	-9. Unit		
	Jessup, Mary	land 20794	PAGE 4 OF 18		
or revised record series. Forward with Records Retention Schedule (DGS 550-1)	RECORDS MANAG 7275 Waterloo Ro		76		
Instructions - Type or Print a separate form for each new DEPARTMENT OF GET					

Instructions -Type or Print a separate form for each new	ENERAL SERVICES	AGENCY RECORDS INVENTORY			
or revised record series. Forward with Records Retention	RECORDS MANAG	EMENT DIVISION			
Schedule (DGS 550-1)	7275 Waterloo Ro	ad, P.O. Box 275	PAGE 5 OF 18		
Jessup, Mar		rland 20794	7,05 07 10		
	2. Destern	-1990	3. Unit		
Department of State Police	Forensic Sciences	Division	3. UM		
	-3/2020				
DEFINITION - RECORD SERIES: A group of related records	s normally filed and used a	s a unit for reference	as well as retention and disposition purposes.		
4. Pacord Geres Title		5. Ee	Meet Year Latest Year		
21-04 FIREARM/TOOLMARK CASES		2012 to 2014			
The state of the second					
Record Series Description (Briefly describe the types of information/documents/forms)	found in the serme. Include the purpo	es or function of the series.)			
Contains documentation of all Forensic Sciences Div	ision analysis pertaining	g to the examination	n and comparison of firearms, projectiles,		
cartridge cases and toolmarks. Includes chain of cus are filed sequentially by laboratory case number.	tody, examination docu	mentation, adminis	strative documentation and test reports. Cases		
are nied sequentially by laboratory case number.					
	A. Record Survey St.	matte I a vi			
7. Record Series Formage) List at	To begin the set of		a: File (Disewells)		
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For closed cases, never. For active cases, daily.		Number 70			
For closed cases, never. For active cases, daily.		17401000			
13. Commit Leastering (Mag., From Room)		14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or			
Central Receiving Unit		office.)			
Forensic Sciences Division		10 10			
221 Milford Road		D Yes	X No		
Pikesville, MD 21208		AND DOOR OF THE PARTY OF THE PA			
 Access Restrictions (If Yes, cite Law(s) & Regulation(s) 	16. Audi Requiremen				
Yes X No		□ None □	State D Federal X Independent		
		1.00			
17. Is an Index System used? If yes, explain briefly a	and describe	15. Heconomical Re	thinfole		
requirements		Dately Common	than transfer in the Cinta December Contraction		
Water Water		an additional 65	then transfer to the State Records Center for 5 years, then destroy.		
Yes X No					
No. Washington with the second state of the se	Christian VIII		Materialis		
Name and Title of Preparer Wanda Kuperus, Ph. D.	20. Telephone Hum	21.1	3/28/2014		
Quality Assurance / Safety Manager	443-357-13	309			
whality Assurance / Salety Wallager					

nstructions -Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule. (DGS 550-1)	CARSON DATES	GENERAL SERVICE GEMENT DIVISION Dad, P.O. Box 275		
		yland 20794 9-1990	PAGE0 OF10	
Department of State Police	Forensic Sciences	Division	3. Unit	
DEFINITION - RECORD SERIES: A group of related rec	ords normally filed and used	l as a unit for refere	nce as well as retention and disposition purposes.	
21-5 EVIDENCE AND CONTROLLED DANG DESTRUCTION LOGS/DISKS	EROUS SUBSTANCES	(CDS)	2002 to 2009 (stored electronically after 2009	
Record Series Descriptors (Briefly describe the types of information/documental	turns found in the series. Include the pu	rpose or function of the semi	H.)	
Maintained in ledger books and/or on floppy disks Dangerous Substances (CDS) and other material	s, these logs establish a l s submitted as evidence	ine of custody fro in criminal cases	m the receipt to the final disposition of Controlled	
Record Series Furnish(s) 33st ell	S. Record Series Swa	MODE .	S. Vidone	
	□ Alphabe	tical	a File Drawer(s)	
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Other (specify) digital		NA PERSONAL PROPERTY OF THE PERSONAL PROPERTY	a File Drawerins	
	Other (sp	ecify)	Microfilm Ree(s) ∴	
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5.: Fire is United		12. File Becomes Inc.	active After	
D Daily D Weekly x Monthly	Annually	□ Month Number_		
Current Location(s) (Bidg., Fixer, Roset)		ss, is Record Se	ries Duplicated Elsewhere? (If yes, specify agency or	
Central Receiving Unit		office.)		
orensic Sciences Division 21 Milford Road Pikesville, MD 21208		□ Yes X No		
Access Restrictions (If Yes, cite Law(s) & Regulation	on(s)	16. Audit Buquestionio		
Yes X No		x None	State D Federal D Independent	
Is an Index System used? If yes, explain briefly and describe requirements		Retain in Central Receiving Unit for 5 years, then transfer to State Records Center for an additional 10 years, then destro Effective October 2009 CDS destruction logs are stored		
Yes X No		electronically a	and destroyed after 15 years.	
is. Name and Title of Preparer 20, Yangdone Number			21. Dame 3/28/2014	
Wanda Kuperus, Ph. D. Quality Assurance / Safety Manager 443-357-130		99		
550-4 (Flex: 1/03)				

Instructions -Type or Print a separate form for each new or revised record series. Forward with Records Retention RECORDS MANAG 7275 Waterloo Ro Jessup, Mary		EMENT DIVISION ad, P.O. Box 275 land 20794	PAGE7 OF18
Department of State Police	2 Chilliant Forensic Sciences		: 2. Great
DEFINITION - RECORD SERIES: A group of related records	normally filed and used as	a unit for reference	as well as retention and disposition purposes.
21-06 MARYLAND STATE POLICE CRIME LABORA DANGEROUS SUBSTANCES (CDS) DESTRU	TORY CONTROLLED	3. 8	20to20
THE STATE OF THE S	- Children and the Control of the Control		
Contains all forms MSP 21-2 utilized in conjunction with Laboratory no longer having evidentiary value. Retain from the Schedule June 4, 2023.)	th the destruction of Co	entrolled Dangero	us Substances (CDS) being held at the Crime form ceased June 4, 2008, delete item 21-06
7. Record Series Formathij Det et X Letter Size	II. Record Series S Aprilabetos Solumentar Chenoscopics	Heat	District Computer Tapess
D Bound Book			Armuel Accumulation File Dissertini Microfilm Russini Computer Tapenni
		Nu	niber C Other property; (1 pegal No longer steel
Tf. File is Death Distry Distry District Distri		12. Fire financial in Month Number	(s) X Year(s)
Central Receiving Unit Forensic Sciences Division 221 Milford Road Pikesville, MD 21208		18. Is Record Series Duplicated Elsewhere? (If yes, specify agency of office.) 19. Yes X No	
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s) Yes X No	None □ State □ Federal □ Independent		
Is an Index System used? If yes, explain briefly and describe requirements Yes X No.		Retain 15 year	s, then destroy.
Wanda Kuperus, Ph. D. Quality Assurance / Safety Manager	25. Tempricos Nun 443-357-1	25	tion 3/28/2014

Instructions -Type or Print a separate form for each new DEPARTMENT OF GE			VICES AGENCY RECORDS INVENTORY		
or revised record series. Forward with Records Retention Schedule (DGS 550-1)	Jessup, M	AGEMENT DIVIS Road, P.O. Box 2 Bryland 20794			
Department of State Police	Forensic Science	s Division	3.400		
DEFINITION - RECORD SERIES: A group of related records	normally filed and used	as a unit for refe	rence as well as retention and disposition purposes.		
A. Record Series Title			f. Earliest Yearfumet Year		
21-07 CHEMISTRY CASE FILES			2006 to 2014		
Contains documentation of all Forensic Sciences Divincludes chain of custody, examination documentatio laboratory case number.	sion analysis pertain	ing to the exam	nination of Controlled Dangerous Substances (CDS).		
7. Record Serve Format(b) List all	S. Record Serie	Sequeroe	S. Volume		
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A CONTRACT OF THE PROPERTY OF		office.)	is. Is Record Series Duplicated Elsewhere? (If yes, specify agency or		
Central Receiving Unit		Original.)			
Forensic Sciences Division 221 Milford Road		T Ye	x No		
Pikesville, MD 21208		□ Yes X No			
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)		10. Austi Ra	quienents		
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Yes X No		12 None	U diate In Federal A. Independent		
17. Is an Index System used? If yes, explain briefly a	and describe	tit. Records	wide America		
requirements			years, hen transfer to the State Records Center for		
		an additio	nal 25 years, then destroy.		
Yes X No					
is Name and Title of Preparer	29. Telephone I	tumber	zr. Des 3/28/2014		
Wanda Kuperus, Ph. D.	443-357-	1309			
Quality Assurance / Safety Manager	1,10,001	THE RESERVE			

Instructions -Type or Print a separate form for each new	ENERAL SERVICES		AGENCY RECORDS INVENTORY		
or revised record series. Forward with Records Retention Schedule (DGS 550-1)	RECORDS MANAG 7275 Waterloo Ro	ad, P.O. Box 2		PAGE9 OF18	
	Jessup, Mary	The state of the s			
Department of State Police	Forensic Sciences	Division		2. (feet	
DEFINITION - RECORD SERIES: A group of related records	normally filed and used a	s a unit for refe	rence as	well as retention and disposition purposes.	
4. Record Series Title	A. I. C.			YearLatter: Year	
21-08 CRIME SCENE UNIT (CSU) CASE FILES			2009 to 2014		
8. Record Series Description (thirdly describe the types of information/documents/forms	found in the series. Include the purpo	es or function of the s	erius.)		
Contains copies of forms MSP 92, 92A, 67, and relate are filed chronologically by date. Crime Scene Unit to	ed paperwork, and orig echnicians are respons	inal MSP 21- ible for purgir	5, compl ng case t	eted by Crime Scene Technicians. Cases files for transfer to the State Records Center.	
7. Record Series Format(s) List all	S. Record Series S	equiros :	S. Yourne	© File Drawe(%)	
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For stoned comes, ensery, For socioe comes, dudy.		Number67			
13. Somet Lination(s) (Bilig., Finit, Rosel)		14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)			
StarLIMS Database Forensic Sciences Division		office.)			
221 Milford Road		□ Yes X No			
Pikesville, MD 21208		NL Audit Naquirements			
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)		M. Audit No.	and the same of th		
Yes X No		X None State Federal Independent			
Is an Index System used? If yes, explain briefly and describe requirements			Retain 2 years, then transfer to the State Records Center for an additional 65 years, then destroy. Originals are filed in the		
Yes X No		case files mainta		aintained at the local Crime Scene Unit office and coordance with specific case file retention	
		Effective January 2011, CSS case files are stored electronically and retained for 67 years.			
Wanda Kuperus, Ph. D. Quality Assurance / Safety Manager			21. Data 3/20/20/14		

Instructions -Type or Print a separate form for each new	it a separate form for each new DEPARTMENT OF G		AGENCY RECORDS INVENTORY		
or revised record series. Forward with Records Retention Schedule (DGS 550-1)	RECORDS MANAG 7275 Waterloo Ro Jessup, Mary	ad, P.Q. Box 275 yland 20794	PAGE10 OF18		
Department of State Police	Forensic Sciences	Division	3, 1348		
DEFINITION - RECORD SERIES. A group of related records 4. Helcort Series Title	normally filed and used a		ce as well as retention and disposition purposes.		
21-09 EVIDENCE TRANSPORTS			2011 to 2014		
6. Record Sense Description (Briefly describe the types of information/stournerts/forms	found in the series. Include the purpo	ee or function of the series.			
Contains copies of forms MSP 67 and MSP 67A of every date.	ridence transports mad	e by Crime Scer	ne Unit technicians that are filed chronologically		
7. Record Series Fermit(s) List all	S. Record Denies G	equerce 9	Volume a File Drawer(s)		
			(2 Merolin Radio)		
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T3. Current Location(s) (Blag. Fluin, Room)		st. Is Record Series Duplicated Elsewhere? (If yes, specify agency or			
Crime Scene Section Offices Statewide Forensic Sciences Division 221 Milford Road Pikesville, MD 21208		office.) ☐ Yes X No			
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)		16. Audit Paqueworing			
Yes X No		x None State Sederal Independent			
Is an Index System used? If yes, explain briefly and describe requirements Yes X No		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.			
Wanda Kuperus, Ph. D. Quality Assurance / Safety Manager			т онн 3/28/2014		

Instructions –Type or Print a separate form for each new or revised record series. Forward with Records Retention				AGENCY RECORDS INVENTORY		
Schedule (DGS 550-1)	RECORDS MANAGEMENT DIVISION 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 416-716-1861			PAGE12 OF18		
Department of State Police	Forensic Sciences Division			3. Unit		
DEFINITION - RECORD SERIES: A group of related records of Record Series Titles	normally filed and used a	s a unit for refe		well as retention and disposition purposes.		
21- 11 CRIME SCENE UNIT (CSU) TECHNICIAN TAS	K LIST AND FIELD N	OTES	OTES 2009 to 2014			
Neord Seine Description (Briefly Records the types of information/populations to						
Contains originals of form MSP 21-5, Crime Scene Un	it Technician Task Lis	and Field N	otes Fon	m, filed chronologically by date in case files.		
7. Record Sense Formati(x) List air	8. Record Server	Sequence	E Volume 1) File Description			
v	O Alphabett	ul.		© Months Feet(s)		
X Latine Size	X Numercal	4534_ Number		# Computer Tape(N) # Accumulation File Drawer(s) Macrotion Fund(s)		
T/ Audin Tape C: Fireply Disk	O Chorolty					
O Bound Scott	© _ Oeognayin					
X Other (specify)_dignal	O Other Jaun					
			_1000			
			Number	C Other (specify) Electronic Files		
ft. Fin is Used			drives tractives			
(C) Daily () Wheekly () Munthly () Arrestly For cased answer for ective cases dialy.		Month(s) X Year(s) Number 77				
Section of Marking States Co. 1975						
StarLIMS Database Forensic Sciences Division		14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)				
221 Milford Road Pikesville, MD 21208		□ Yes X No				
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)		x None State Federal Independent				
Yes X No		7 100/2		3,000		
 Is an Index System used? If yes, explain briefly and describe requirements 		Retain 2 years, then transfer to the State Records Center for additional 75 years, then destroy.				
Yes X No		electronic	January ally and	2011, CSU case files are stored retained 77 years, then delete.		
Wanda Kuperus, Ph. D. Quality Assurance / Safety Manager 20. Telluphone No. 443-357-1		DY. 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			PAGE14 OF18		
Department of State Police	Forensic Sciences Division			3. Unit		
DEFINITION - RECORD SERIES: A group of related records	normally filed and use	ed as a unit for refe	erence as	well as retention and disposition purposes.		
21- 13 ADMINISTRATIVE FILES FROM THE DIRECTOR'S DESK			2008 to 2014			
Record Series Descriptors (Briefly describe the types of information/documents/forms to	ound to the series, include the	purpose or function of the	some.)			
Contains notes and files from the Office of the Directo	r of the Forensic S	ciences Division				
7. Record Benes Formet(s) LMLMF.	1. People	Sense Sequence	B. Volume	s. File Dissetts)		
				- Microfilm Plantici		
X Latter Size	s Aprelie	inu)				
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D.Audio Tape D.Fissyy Diek	e Chris	norogical	© Other Specify:Electronic			
If Board Book II Wilne Tape	D Geo	propriet		all Accumumos		
	i) Office	г (просту)	TO, Aprillan	x File Drower(s)		
Other (specify)				O Misselles Float(s)		
			Mumber .	○ Compensi Tape(s)		
		The same		Cother (specify) (1 pages		
21. File is Used		12. Fin fit	siomes Inactive	After		
a Daily :: Westly :: Monthly :: Avecally		0	□ Month(s) x Year(s)			
		Num	nber	20		
13. Commit Lecentricia (Bing., Paire, Room) Director's Office Forensic Sciences Division 221 Milford Road Pikesville, MD 21208		office.)				
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)		16. Auth f	16. Auth Requirements			
Yes X No		× Non	x None □ State □ Federal □ Independent			
Is an Index System used? If yes, explain briefly and describe requirements Yes X No.		Retain 3	Retain 3 years, then transfer to the State Records Center for an additional 17 years, then destroy			
Wanda Kuperus, Ph. D. Quality Assurance / Safety Manager 20. Tallightime No. 443-357-1			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 GE RECORDS MANAGE 7275 Waterloo Ros Jessup, Maryl 410-796	EMENT DIVISION ad, P.O. Box 275 and 20794			
Department of State Police	Forensic Sciences I	Division	3. Unit		
4. National Series Tiles	a unit for reference as well as retention and disposition purposes.				
21-14 TOXICOLOGY UNIT		2003 to 2014			
Contains documentation of all Forensic Sciences Div alcohol and drug content. Includes chain of custody, filed sequentially by laboratory case number.	ision analysis pertaining	to the examin	ation of pertaining to the examination blood		
Plecord Series Formacoc List all 8. Record Series S		gerol	B. Misterne x: File Crewer(A) 2) Microfilm Feet(a)		
X Letter Size Street Open Computer Tape	Alphabetosi X Numercal		33 Computer Tape(x)		
1) Audio Tape (1) Feograp Dink	D Chromological		() Other (specify)Electrisic		
☐ Bound Book ☐ Home Tape	Congression		10. Annual Accumulation		
© Other (Nextify)	C Other (specify	,	X File Drawings		
			© Computer Tapeis) # © Other (specify) (1 page)		
T1. File 16 Used		-00	s inactive After		
For closed cases, never. For active cases, daily.		Number30			
13. Current Locationics (Bidg., Floor, Room) Central Receiving Unit Forensic Sciences Division 221 Milford Road Pikesville, MD 21208		II. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) If Yes X No.			
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s) Yes X No		In. Audit Resultation □ None □ State □ Federal X Independent			
Is an Index System used? If yes, explain briefly and describe requirements Yes X No		Retain 5 years, then transfer to the State Records Center for an additional 25 years; then destroy.			
Wanda Kuperus, Ph. D. Quality Assurance / Safety Manager 20. Temptone Number 443-357-13		31, data (32,20,14)			

Instructions –Type or Print a separate form for each new RECORDS MANAGE		Seat Ment Stylle - Stylling Style - St		AGENCY RECORDS INVENTORY			
or revised record series. Forward with Records Retention Schedule (DGS 550-1)	7275 Waterloo Ro Jessup, Mary 410-780	ad, P.O. Box 2 rland 20794		PAGE_16_ OF_18			
Department of State Police	Forensic Sciences	Division		a. Unit			
DEFINITION - RECORD SERIES: A group of related records	normally filed and used a	s a unit for refe	a unit for reference as well as retention and disposition purposes.				
4. Pacond Genes Title 21-15 PHOTOGRAPHY UNIT			2009 to 2014				
Record Turnes Consciption (flowly describe the types of information/ducumenta/forms Criminal Case Negatives BI Negatives BI Digital Images Digital images stored in Veripic	Example: Include the purpo	ee or function of the a	eries.)				
7, Record Surios Furnatos) List all	R. Pecord Serve S	rqueron	9. Volume	11111-120-13			
				s. File Drawer(s)			
X Latter Size D Moontline	D Apropolicie			Marcellin Mani(A)			
O Legal Size D Computer Tape	x Numerical		25	Computer Tagre(ii)			
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X Other (specify)digital				© Morotim Revolut			
			72				
		5_ Number		C Computer Tape(s)			
		1		() Other (specify) (1 page)			
11. File is Used			rine Inadive Af				
is Daily Westly Monthly Armanly		D N	Ionth(s) x Year(s)				
		Numb	er_70_				
Photography Unit & Veripic Database Forensic Sciences Division 221 Milford Road Pikesville, MD 21208			H. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) Yes X No				
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)		16. Audt Augummum					
Yes X No			x None				
Is an Index System used? If yes, explain briefly and describe requirements Yes X No		Criminal Case Negatives Retain 5 years, then transfer to the State Records Center for an additional 65 years, then destroy. BI Negatives Retain at the State Records Center for 30 years, then destroy. BI Digital Images Retain in the MSP Photography Unit for 30 years, then destroy. Digital Images Stored in Veripic Electronic images stored in Veripic and retained for 70 years, then deleted.					
Wanda Kuperus, Ph. D. Quality Assurance / Safety Manager		21. Date 3/20/2014					

Instructions -Type or Print a separate form for each new	DEPARTMENT OF G	ENERAL SERV	ICES AGENCY RECORDS INVENTORY		
or revised record series. Forward with Records Retention Schedule (DGS 550-1)	RECORDS MANAG 7275 Waterloo Ro Jessup, Man 410-78	ed, P.O. Box 27 yland 20794			
Department of State Police	Forensic Sciences	Division	15. Chief		
DEFINITION - RECORD SERIES: A group of related records 4. Record forces Title	normally filed and used a	s a unit for refe	rence as well as refention and disposition purposes.		
21-16 HEALTH AND SAFETY		2002 to 2014			
1. Record Series Descriptor (Briefly describe the types of information/documenta/forms	loand in the series. Include the purpo	one or function of the w	0005.3		
Documents related to the Forensic Sciences Division	Health and Safety Pro	gram			
7. Record Same Format(a) List at	S. Record Series S	equinos)	E-Volume		
			x File Dissercy) 2 Morofile Revisi		
X Latter State :: Manufilm	() Alphibelos		3377		
Copplifies Computer Type	D Norweller		1 Computer Tape(s)		
O Audio Tajus 1 Proppy Dies	X. Shrendinge		Diser (specify)_Electrons		
□ Binnel Guiss. □ Villes Tape	D. Girographics	1	10. Annual Accumulation		
I) Other (specify)	Cither (speci	fas .	C File Drawn(N)		
			2 Manufact Powers		
			100 to Computer Tupedo		
			Number IX Office (specify) (1 page)		
TI. File is titled		12. File Bear	mus inucive After		
D Dely DWintly D Monthly x Annually		□ Month(s) □ Year(s)			
		Number30			
13. Girmin Location(s). (Bidg., Fixer, Receip		14. Is Recor	rd Series Duplicated Elsewhere? (If yes, specify agency or		
Quality Assurance Office		office.)			
Forensic Sciences Division 221 Milford Road Pikesville, MD 21208		□ Yes X No			
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)		10. Asid Registration			
Yes X No		□ None □ State □ Federal X Independent			
Is an Index System used? If yes, explain briefly and describe requirements		Retain 7 years, then transfer to the State Records Center for an additional 23 years, then destroy.			
Yes X No					
Name and Title of Preparer Wanda Kuperus, Ph. D. Quality Assurance / Safety Manager 443-357-13			n. see 3/28/2014		

Instructions -Type or Print a separate form for each new DEPARTMENT OF GE			/ICES	ADENCY RECORDS INVENTORY		
or revised record series. Forward with Records Retention	RECORDS MANAGEMENT DIVISION					
Schedule (DGS 550-1)	7275 Waterloo Road, P.O. Box 275			PAGE_18_ OF 18_		
	Jessup, Maryland 20794					
1. Department/Agency	2. Division	389550100	3.060			
Department of State Police	Forensic Sciences	Division				
DEFINITION - RECORD SERIES: A group of related records in	normally filed and used a	s a unit for refe	a unit for reference as well as retention and disposition ournoses.			
4. Record Suries Title			5. Earliest Year/Latest Year			
21-17 QUALITY ASSURANCE MATERIALS		1997 to 2014				
8. Record Series Description (Binkfly describe the types of electroscopic orbital firms for	und in the somes. Include the purpo	se or function of the	eries.)			
Quality assurance manuals and calibration records, production documents.	oficiency tests, witnes	s evaluation:	, and other ass	ociated Quality Assurance		
	B. Record Series D	Andre controller.	S. Votern			
J. Record Swise Fermat(s) List at	at, rescord, names p	equeres.		a. File Dispusition		
	1			Muselin Period		
X Letter Store (1) Microfilm	1). Alphabetral		31	E Computer Secretal		
	O Numercell		Number			
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D Bound Book D'Video Tape	(i) Geographica		10. Annual Accumulat	Accomplation		
CD Other (symoly)	D Other (speci	51	3	X File Drawe(b)		
				Magafian Read(s)		
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11. File is Used		12. File Becomes Inactive After				
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J Gavanaa			Number30			
13. Customi (contiliunts) - Bids. Exist Superil		1	Carectonic et Lance			
	T ST FOM	 Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) 				
Quality Assurance Office Forensic Sciences Division						
221 Milford Road Pikesville, MD 21208			O Yes X No			
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)		10. Audit Pargurenherita				
Yes X No		☐ None ☐ State ☐ Federal X Independent				
17. Is an Index System used? If yes, explain briefly ar	nd describe		escled Repetion			
requirements		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				
Yes X No						
		inspection additional	 then transfer 23 years, then 	to State Records Center for an destroy.		
m. Name and Title of Preparer	20, Telephone Num	58.2	21. Date 3/28/7			
Wanda Kuperus, Ph. D.		309	Et San Gradia			
Quality Assurance / Safety Manager 443-35/-13						