

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

Schedule No. 1209-A-41

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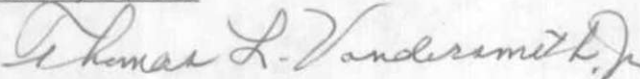
Agency  
Department of State Police

Division/Unit  
Maryland State Police

Item No.	Description	Retention
	<p>This Schedule, 1209-A-41, replaces Schedule 1209-A-40 in entirety.</p> <p>The attached schedule, 1209-A-41, is from the Maryland State Police Manual and includes Administrative Manual ADM 18.05 which contains the following subsections under .05 Procedures:</p> <ul style="list-style-type: none"> <li>A. Retention – definitions and explanations - Page 1</li> <li>B. Administrative (ADM) Files – Page 2</li> <li>C. Personnel (PER) Files – Page 6</li> <li>D. Fiscal (FIS) Filing System – Page 12</li> <li>E. Law Enforcement Operations – Page 16</li> <li>F. Legal (LEG) Filing System – Page 28</li> <li>G. Liaison (LIA) Filing System – Page 29</li> <li>H. Supply and Services (SUP) Filing System – Page 31</li> <li>I. Public Relations (PR) Filing System – Page 33</li> <li>J. Training (TNG) Filing System – Page 33</li> <li>K. Medical (MED) Filing System – Page 34</li> </ul> <p>Each of the lettered subsection contains numbered items that are titled, described, and have a retention period.</p>	

Approved by Department, Agency, Division or Unit Representative

Date: February 18, 2016


Signature: 

Type Name: Thomas L. Vondersmith, Jr.

Title: Department Records Retention & Disposal Schedule Manager

Schedule Authorized by State Archivist

Date: 6.3.16

Signature: 



# MARYLAND STATE POLICE ADMINISTRATIVE DIRECTIVE



## Records Retention

Distribution: All Employees	ADM 18.05
DLI Program: Records Management	Rescinds: Chapter 8, Sec. II
Issued: 07/01/2013	Revised: 03/xx/2016

### .01 Purpose

To establish and maintain a records retention schedule.

### .02 Policy

All units will follow the Maryland State Police (MSP) records retention schedule.

### .03 CALEA Standards

LE: 32.2.3 82.1.3      TA: 5.2.7 7.2.4      CM: 4.3.3 6.7.2

### .04 References

MD. CODE ANN., STATE GOV'T § 10-631, *et seq.*

RECORDS MANAGEMENT HANDBOOK, Maryland Department of General Services, 1993.

### .05 Procedures

#### A. Retention<sup>1</sup>

1. In the table below, the "Retention" column indicates the amount of time a file should be retained, then destroyed or moved to another series/file.
2. Unless indicated otherwise, a file should be destroyed after the retention period.
3. SRC means State Records Center.

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<sup>1</sup> LE: 82.1.3      TA: 7.2.4      CM: 6.7.2

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B. Administrative (ADM) Files

Correspondence, records and reports which relate to the internal management and general administration of all units.

Item	Title	Contents & Comments	Retention
1	Records Management	Copy of applicable Filing and Retention Schedules. Record copy of all filing and retention schedules maintained by Planning & Research Division (PRD).	Retain the schedule until superseded, then destroy.
1-1	Records Transmittal & Receipt	(DGS-550-5) Completed copy of DGS-RM-II. Record copy maintained by the State Records Center (SRC).	Retain installation non-record copy 25 years, then destroy.
1-2	Certificate of Records Disposal	(Form DGS-550-2) Upon destroying records, submit form to State Archives where record copy is maintained.	Retain non-record copy 1 year, then destroy.
1-3	Five-Year Report	(Form DGS-550-17) Record copy maintained by Department of General Services.	Retain installation copy 5 years, then destroy. Aggregate MSP copy maintained by Planning & Research Div. for 5 years, then destroy.
1-4	Request for New or Revised Form	Record copy of all Form 48, Requests for New or Revised Forms. Upon approval, the Planning & Research Div. (PRD) will maintain the record copy and forward a copy of the approval to the requesting party.	Record copies maintained by PRD until submission of the Annual Forms Activity Report, then destroy. Units are not required to retain a non-record copy.
2	General Orders	Record copies of general orders (GO) issued by Superintendent retained per Planning & Research Div. Records Retention & Disposal Schedule. With orders available electronically units are not required to file paper copies.	GO are deleted from the active electronic file when closed.
3	Special Orders	Record copies of special orders (SO) retained per PRD Records Retention & Disposal Schedule. With orders available electronically units are not required to file paper copies.	SO are deleted from the active electronic file when closed.
4	VACANT	Available for use Text deleted Nov 2014	Retention periods expired.
5	Status Reports	Copies of reports used to produce the MSP Annual Report, as well as to review the operating efficiency of individual units. Record copy maintained by the originator.	Retain 5 years by unit and until no longer needed, then destroy.
6	Disaster Plans	Matters relating to fire, safety, bombs threat evacuations or similar procedures.	Retain until revised, then destroy.
7	Energy Conservation	Communications concerning fuel conservation and related documents.  This area intentionally left blank. Continued on next page	Retain 3 years, then destroy

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Item	Title	Contents & Comments	Retention
<b>Administrative (ADM) Files</b>			
8	Statistical Surveys	<p>Printouts from Uniform Crime Reports, Maryland Automated Accident Reporting System, Automated Incident Reporting System, etc. Create files as needed.</p> <p>Examples:            8-1 Uniform Crime Reports            8-2 Maryland Automated Accident Reporting System            8-3 Automated Incident Reporting System            8-4 Speed Survey            8-5 Related Summaries</p> <p>Record copy maintained by originating source.</p>	<p>Retain record copies and data 5 years, then destroy.</p> <p>Retain annual summaries 10 years, then destroy.</p> <p>Retain non-record copies until no longer needed, then destroy.</p>
	Daily Radio & Barrack Logs	Daily Barrack Logs: record of information not entered on the Complaint Control Cards. Attach the Daily Barrack Sign-In and Sign-Out Log and the Daily Patrol or Assignment Schedule to the Daily Barrack Log. Cut off annually.	Retain 3 years by originator, then destroy.
10	METERS/NCIC	Maryland Electronics Telecommunications and Enforcement Resource System (METERS). National Crime Information Center (NCIC)	
10-1	<u>CapWIN and InterAct Mobile Chat Messages</u>	Record copy of all CapWIN and InterAct Mobile Chat Messages, Chat Rooms, Incident Data and Query Searches (record of Query returns are not retained)	Retain 3 years, then destroy.
10-2	METERS Message Log	Record of monthly messages transmitted at the originating sources. Record copy of Form 23, METERS Message Log maintained by the originator. Cut off annually.	Retain 3 years, then destroy.
10-3	METERS	Record copy of any METERS message related to stolen firearms, where a serial number is known. Retain for NCIC validation (occurs yearly after first three years) until case closed or until property is recovered.	<u>Retain until case closed or property is recovered, then move to ADM 10-4.</u>
10-4	METERS Messages (Closed)	Record copy of METERS messages related to stolen firearms that have been recovered and removed from NCIC. <u>Information removal validation, (NCIC requires), done semi-annually (recommend June and December).</u>	Retain until removal validated, then destroy.
<u>10-5</u>	METERS/NCIC - Audit Reports	Audits conducted by the MSP. Retain the two most current reports.	Retain 4 years, then destroy.
<u>10-6</u>	METERS/NCIC -Validations	Receipts/certification letters and barrack validation procedures.	Retain 1 year, then destroy.
<u>10-7</u>	NCIC Training Correspondence	Letters relating to failure to recertify or failure to appear for NCIC training.	Retain 2 years, then destroy.
<u>10-8</u>	METERS/NCIC/ CJIS Surveys	Any survey which may involve these systems.	Retain 2 years, then destroy.

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Item	Title	Contents & Comments	Retention
<b>Administrative (ADM) Files</b>			
11	Decentralized Line Inspections	Reference to the online location of the Decentralized Line Inspection (DLI) Manual, copies of inspection reports conducted by Inspections & Compliance Division, annual DLI reports, related documentation and correspondence.	Retain 2 years <u>from date of annual inspection, then destroy.</u>
12	Command Meetings (HQ)	Minutes of meetings attended by bureau chiefs and commanders. Record copy maintained by the originating commanding officer.	Retain 3 years, then destroy.
12-1	Local Meetings	Minutes of meetings attended by unit personnel.	Retain 3 years, then destroy.
13	Application Access Public Records - Approved (Open)	Copies of approved Applications for Access to Public Records (Form 58) that are awaiting payment of fees or awaiting retrieval from storage or use.	Applications awaiting retrieval from storage or availability, retain 30 days from the date they become available.  <u>Applications awaiting payment of fees, retain 30 days. When fee received, place in ADM 13-2</u>  <u>If payment is not received within 30 days, destroy.</u>
13-1	Application - Approved (Closed)	Copies of approved Form 58 for which the fee has been received and copies of the records have been sent.	Retain 3 years, then forward to State Record Center for 25 years retention.
13-2	Application - Approved (Pending)	Copies of approved Form 58 for which the fee has been received but the records are not yet available.	<u>Retain until copies have been sent, then move to Closed file, ADM 13-1.</u>
13-3	Application - Denied (Open)	Copies of Form 58 which have been denied and on which an appeal has been entered.	<u>Retain until appeal is resolved, then move to either ADM 13 or ADM 13-4.</u>
13-4	Application Denied (Closed)	Copies of Form 58 which have been denied and on which an appeal has not been entered.	Retain 3 years, then forward to SRC for 25 years.
14	General MSP Correspondence	When the subject matter is not categorized in this filing system, the assigned prefix code of the originator and the title "General MSP Correspondence" will be recorded in the upper right-hand corner and filed by prefix code.	<u>Retain 3 years, then review annually and destroy any records no longer needed.</u>
15	VACANT	Available for use. <u>Items 15 to 15-3 moved under Item 10.</u>	
16	Facilities Management		
16-1	Emergency Generator Inspection	Originals of the Form 224, Emergency Generator & Transfer Switch Inspection.	Retain 1 year, then destroy.

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Item	Title	Contents & Comments	Retention
<b>Administrative (ADM) Files</b>			
16-2	<u>Fuel Tank Inspections</u>	Contains forms <u>MSP 251 Underground Storage Tank Daily-Weekly Inventory Worksheet</u> and <u>MSP 252 Above Ground Storage Tank - Inventory Worksheet</u>	<u>Retain 2 years, then destroy.</u>
17	Firearms Inventory	Form 214, Quarterly & Annual Firearms Inventories.	Retain 1 year, then destroy.

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C. Personnel (PER) Filing System

Correspondence which concern personnel classification, assignment, performance rating, leave, duty schedule, and other related topics which document the status of sworn and civilian employees. The Human Resources Division (HRD) maintains documents relating to the career of each sworn and civilian employee that includes auxiliary file and background investigation information in accordance with the HRD Records Retention and Disposal Schedule, DGS 550-1.

Item	Title	Contents & Comments	Retention
1	Trooper Activity Reports	Effective 1-1-04 trooper activity data is documented and retained electronically on the Data Management System (DMS) and maintained by the MSP Information Technology (IT) Division on a secure computer server. During the first 10 years, data may be retrieved and compiled by trooper, barrack, troop, division, etc.	Retain 10 years, then destroy.
1-1	Activity Summaries	An end of each calendar year, a total of the data categories for all troopers is generated for a Department total summary. The data is kept electronically on the DMS.	Retain 10 years, then destroy.
2	Employee Work and Leave Reports	Contains reports documenting hours worked and leave taken on the bi-weekly Employee Work and Leave Report (Form 31). Record copy maintained by the Human Resources Division. This file will contain a folder for each individual.	<u>Retain record copy 3 years, then destroy.</u> <u>Retain non-record copy 1 year then destroy.</u>
3	Leave and Duty Schedules	Contains monthly on and off-duty status of personnel (leave sheets).	Retain 1 year, then destroy.
3-1	Personnel Rosters	The MSP personnel roster is located on the MSP On Line Data Management System.	Retain until superseded.
4	Form 197	Authorization Record (Form 197) for civilian and sworn employees can only be maintained on DMS for 1 year. Paper record copy maintained by originator.	<u>Retain electronic data 1 year, then destroy.</u> <u>Retain paper copy 3 years, then destroy.</u>
4-1	Form 197A	Commander's Overtime Authorization. Data can only be on the DMS one year. Paper copy, Form 197A,	<u>Retain electronic data 1 year, then destroy.</u> <u>Retain paper copy 3 years, then destroy.</u>

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Item	Title	Contents & Comments	Retention
<b>Personnel (PER) Filing System</b>			
4-2	Form 105	Waiver of Overtime Compensation (Form 105).	Retain 3 years, then destroy.
5	Auxiliary Law Enforcement Personnel Records	Contains alphabetically filed personnel records for each sworn employee. Documents filed include duplicates or extracts of documents filed in the official personnel folder. Commanders will keep these files under lock and key. Record copy maintained by the Human Resources Division (HRD). The Internal Affairs Division will serve as the central repository for records involving disciplinary action and founded complaints. Founded complaints and records involving disciplinary action will not be filed in Auxiliary Uniform Personnel Records files. Certain other personnel documents which must be kept for a limited period of time as a reference will also be in this file. Files are subdivided as shown below. File accompanies individual when transferred. When employee separates from the Department forward entire file to HRD. The HRD will merge the auxiliary and master file.	The retention for forms in the auxiliary file will be in accordance with the retention period for each form. Items marked with an * will be removed from the auxiliary file and destroyed upon employee's separation from the Department and prior to forwarding file to HRD.
5-1	Form 161.	Performance Appraisal Contains forms and communications related to job performance ratings and, evaluations.	Retain Form 161, 5 years unless investigation or charges are pending. <u>If they are, retain 5 years after case is closed, then destroy.</u>
5-1A	Form 163	Request for Promotional Consideration	<u>Retain the last Form 163 submitted until replaced or withdrawn by employee, destroy all other copies.</u>
5-2	Form 195	Lost or Damaged Equipment, Form 195.	Retain 4 years, then return to employee to destroy, if desired.



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Item	Title	Contents & Comments	Retention
<b>Personnel (PER) Filing System</b>			
5-3	Request for Transfer or Withdrawal	For sworn personnel, a transfer request and withdrawal are only submitted electronically on the MSP Data Management System (DMS). All transfer related data is maintained by the MSP IT Division on a secure computer server. Troopers may retain a copy of a current transfer request in their Auxiliary File.	Retain as long as person is employed, then delete from DMS.
5-4	VACANT	Available for use	
5-5	Awards	Letters of Appreciation and Commendations.	Retain 50 years, then destroy.
5-6	Vehicle Collisions	Department vehicle collisions excluding records involving disciplinary action <u>that are file under a different schedule.</u>	Retain 3 years, then destroy.
5-7	Form 30	Personnel Information, Form 30.	Retain until superseded, then destroy.
5-8*	Personnel Orders*	Copy of personnel orders; record copies in HRD filed under Records Retention & Disposal Schedule unique to that division.	See PER 5*
5-9*	Form 168*	Request for Secondary Employment and Withdraw Request, Form 168.	Retain 3 years after withdraw request is submitted. See PER 5*
5-10*	Form 201*	Donation of Sick Leave Detailed Report of Application, Form 201	Retain record copy 3 years and until audited <u>requirements met or employee's separation from Department, whichever occurs sooner, then destroy.</u> Retain non-record copy 1 year, then destroy. See PER 5*
5-11	Job Observation Records	Contains: Forms 164, 164A and related materials. Retain <u>from</u> approval date or recommendation that such material supported.	Retain 3 years, then destroy.
5-12*	Form 9	Request for Training, Form 9. <u>Forward to Education and Training Division and retain non-record copy locally.</u>	Retain 3 years, then destroy. See PER 5*
5-13	Forms 8 & 10	Training Received, Form 8 and Firearms Training & Qualifications, Form 10.	Retain 40 years, then destroy

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Item	Title	Contents & Comments	Retention
<b>Personnel (PER) Filing System</b>			
5-14*	Form 111	Uniform Supplies Equipment Requests (Form 111) Issued Equipment & Clothing.	Retain as long as employed. See PER 5*
5-15*	Form 152*	Personnel Inspection Report, Form 152: Monthly inspection or ranks of trooper through corporal.	Retain 1 year plus current year, then destroy. See PER 5*
5-16	Form 165	Personnel Counseling, Form 165 and related material. Forward record copy to HRD where retained according to the Records Schedule unique to that division. Non-records copy retained locally.	Retain non-record copy 3 years, then destroy.
5-50	Miscellaneous Material	Other record material related to sworn personnel. Review yearly.	Screen annually and destroy any material that is no longer needed for current business.
50-1	<u>VACANT</u>	Item 50-1 moved to 5-11 (delete item 50-1 next revision)	
6	Auxiliary Civilian Personnel Records	Consists of folders arranged alphabetically for each employee. Folders contain duplicates or extra copies of documents filed in the official personnel folder. Keep these files under lock and key. Record copy maintained by the Human Resources Division. Other personnel documents kept for a limited period of time as a reference will also be included in this file. Files are subdivided as shown below. File accompanies individual when transferred. File goes with employee when transferred.	As long as an employee; upon separation from MSP forward to HRD where retained per HRD schedule.
6-1	Form 6	Request for Transfer or Withdrawal, Form 6.	Retain current, request, destroy others.
6-2	Form 30	Personnel Information Form, Form 30	Retain current form, destroy others.
6-3	Form 201	Donation of Sick Leave Detailed Report of Application, Form 201.	Retain record copy at HRD for 3 years, and until audited, then destroy.  Retain non-record copy 1 year, then destroy.

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Item	Title	Contents & Comments	Retention
<b>Personnel (PER) Filing System</b>			
6-4	Form 161	Efficiency Ratings and Supporting Documents.	Retain <u>Efficiency Rating</u> until employee is no longer employed by MSP, then destroy. Retain documents supporting an efficiency rating for 1 year after the rating was issued, then destroy.
6-5	Personnel Orders	Personnel orders - retained in Auxiliary file.	Retain until employee separates from MSP then transfer to HRD where retained per HRD schedule.
6-6	Form 165	Personnel Counseling, Form 165 and related material. <u>Record copy forwarded to HRD where retained per HRD schedule.</u>	<u>Retain non-record copy locally 3 years, then destroy.</u>
6-7	Commendations	Retained in Auxiliary file and transferred to HRD when employee separates from MSP.	Retain until separated.
6-8	VACANT	Available for use	
6-9	Form 168	Request to Engage in Secondary Employment, Form 168 <u>and withdraw request.</u>	Retain 3 years after withdraw request is submitted, then destroy.
6-50	Miscellaneous	<u>Other record material related to civilian personnel. Review yearly.</u>	Screen annually and destroy any material no longer needed.
7	Form 220	Bilingual Pay Request, Form 220, forward original to Finance <u>Division.</u>	Retain 3 years, then destroy.
8	Off-Duty Use Log	Effective 1-1-04, troopers enter their off-duty data in the Data Management System (DMS) that is maintained by the ITD on a secure computer server. Past 10 years of data is available to trooper, barrack, troop, division, etc. for month or year totals. Troopers enter their own activity data into the DMS.	Retain 10 years, then destroy.
8-1	Off-Duty Vehicle Use Monthly Summary	An end of calendar year, a yearly total of the data categories for all troopers is generated for a Department total summary.	Retain 10 years, then destroy.

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Item	Title	Contents & Comments	Retention
<b>Personnel (PER) Filing System</b>			
8-2	To & From Assignment AIRS Summary	Effective 1-1-04 troopers enter their To & From Assignment Automated Incident Reporting System (AIRS) data into the Data Management System (DMS). A summary of the AIRS activity data while troopers are commuting to and from their assignment is available to trooper, barrack, troop, division, etc. for month or year totals. An end of each calendar year, a yearly total of the data categories for all troopers is generated for a Department total summary.	Retain 10 years, then destroy.
9	VACANT	Available for use	
10	VACANT	Available for use	
11	Recruitment documents	Contains application packet for trooper and cadet, trooper and cadet brochures, and Recruitment Source Survey forms.	Retain until amended or revised
11-1	Trooper Positions	Contains height and weight charts and comments from the HRD relating to position.	Retain until amended or revised
11-2	Cadet Positions	Contains current pay scales, height and weight charts, and outline of responsibilities and duties.	Retain until amended or revised
11-3	Civilian Positions	Contains specification sheets, eligibility lists, interview schedules, selection criteria, and related materials.	Screen annually and retain until amended, revised, or no longer needed.
11-4	Form 12	Contains copies of Request to Fill Vacancy, Form 12. Record copies maintained by the Vacancy Review Board. Non-record copy maintained by the originator.	Retain record and non-record copies 3 years, then destroy.
12	Death Relief Fund	Contains correspondence relating to the administration of the Death Relief Fund. Record copy maintained by the Death Relief Fund Administrator.	<u>Screen annually and destroy material no longer needed for current business.</u>
13	Insurance	Contains correspondence relating to insurance offers presented to MSP personnel (flyers, brochures, and related materials).	<u>Screen annually and destroy material no longer needed for current business.</u>
14	Employee Organizations	Contains correspondence relating to employee organizations such as Maryland Classified Employees' Association, Maryland Troopers Association, Fraternal Order of Police, etc..	<u>Screen annually and destroy material no longer needed for current business.</u>
15	Used	Used by Personnel Administration Section retention schedule.	
16	Incoming Transfer Requests	Contains non-record copies of all requests for transfers by troopers to an installation/division/section. Record copy maintained by the HRD <u>according to the Records Schedule unique to HRD.</u> Transfer requests and withdrawals are submitted electronically on the MSP Data Management System (DMS). All transfer related data is maintained by the MSP IT Division on a secure computer server.	Retain non-record copy until acted upon by transfer, withdrawal, or amendment.

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D. Fiscal (FIS) Filing System

Correspondence, records, and reports which pertain to the acquisition, expenditure, and audit of funds required for Maryland State Police operations.

Index	Title	Contents & Comments	Retention
1	Working Fund Form 106 and Form 115	Contains all items relating to the administration of working funds recorded on Working Fund Expenditures (Form 106) and Petty Cash Receipts (Form 115). Record copy maintained by Finance <u>Division</u> .	Drug Enforcement Div. & Finance Div., retain 3 years and until audited, then destroy. All other units, retain 1 year, then destroy.
2	Invoices Forwarded for Payment	Contains copies of invoices received directly from vendor and forwarded for payment. Record copy maintained by Finance Division.	Retain non-record copy, 1 year, then destroy. Finance Div. copy, retain 3 years and until audited, then destroy.
3	Budget Requests, and Authorizations	Contains copies of documents relating to budget requests for equipment, personnel, and training.  Record copy maintained by Finance Division.	Retain non-record copy, 5 years, then destroy. Retain Finance Div. copies, 5 years and until audited, then destroy.
3-1	Capital Equipment Inventory and Improvements	Contains records relating to inventory of furniture, computers, files, and related equipment; copies of warranties, lost or damaged capital equipment, requests for repairs or salvage, improvement receipts, etc. recorded on the capital equipment computer printout list. Property Receipt Salvaged/ Returned Equipment (Form 117), Capital Equipment Control Form (119), Requisitions (Form 120), Equipment Loss/ Damage Report (Form 195), Equipment Sign-Out Log (Form 20), and copies of purchase orders for capital equipment.  This area intentionally left blank. Continued on next page.	Retain Form 20, for 1 year after last date indicated on the log, then destroy. Retain all other records, 3 years, then destroy.  Finance Div. copies, retain 3 years and until audited, then destroy.

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Index	Title	Contents & Comments	Retention
<b>Fiscal (FIS) Filing System</b>			
3-2	Records relating to computer equipment	Contains Form 195, Equipment Loss/Damage Report; Form 117, Property Receipt for Salvage or Returned Equipment; Form 119, Capital Equipment Control Form; and Form 20, Maryland State Police Requisition. .	<p>Information Technology Div. (ITD) retains record copies <u>as per ITD's Records Retention and Disposal Schedule.</u></p> <p>Non-record copies, retained as long as equipment is assigned to unit; when no longer assigned to unit, retain until next inventory is complete.</p> <p>Retain Form 20, for 1 year after the last date entered on the log, then destroy.</p> <p>Retain all other forms 3 years, then destroy.</p>
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Index	Title	Contents & Comments	Retention
<b>Fiscal (FIS) Filing System</b>			
3-3	Ordnance Equipment - Inventory	<p>Contains records relating to MSP issued ordnance, related equipment recorded on <u>Firearms Inventory Form (Form 214)</u>, and MSP Equipment Sign-Out Log (Form 20).</p> <p>3-3 also contains records relating to repairs and maintenance of MSP-issued ordnance (Form 116). Record copy maintained by MSP Firearms Instructor.</p>	<p><u>Retain Form 214, 3 years, then destroy.</u></p> <p><u>Barracks and divisions, retain Form 20, record copy one year after the last date-in on the log, then destroy.</u></p> <p><u>Retain Form 20 non-record copy 3 years, then destroy.</u></p> <p><u>Finance Division retains copy 3 years and until audited, then destroy</u></p> <p><u>Retain Form 116, record copy by Firearms Instructor for 3 years, then destroy. Retain non-record copy locally until repairs made, then destroy.</u></p>
3-4	Tactical Equipment - Inventory	<p>Contains records relating to tactical equipment issued to personnel or maintained at an installation which is recorded on Tactical Equipment Inventory (Form 41) during barrack inspections. Forward Form 41 record copy to Special Operations Division (SOD).</p>	<p><u>Retain non-record copy, 3 years, then destroy.</u></p> <p><u>Retain SOD record copy, 3 years, then destroy.</u></p>
3-5	Cost Analysis Worksheet	<p>Contains record copy of cost estimates associated with special barrack operations and/or budget projects (Form 138).</p>	<p><u>Retain 1 fiscal year, then destroy.</u></p>
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Index	Title	Contents & Comments	Retention
<b>Fiscal (FIS) Filing System</b>			
4	Audit Report	Contains any fiscal report required or requested by Department of Budget and Management, or any other responsible authority (Property Held, Controlled Dangerous Substance (CDS) inventory not included in this file). Forward record copy to Finance Division.	Retain non-record copy, 3 years, then destroy. Record copy maintained by Finance Division 15 years, then destroy.
5-0	Contracts	Create files as needed. Contains copies of initial contracts for leased office equipment, service contracts for MSP owned office equipment, copies of vendor contracts for car washes, trash removal, janitorial services, etc.	Retain 3 years or until contract no longer valid, whichever is sooner.
5-1	Office Equipment	Lease, rental, maintenance, etc.	See FIS 5-0
5-2	VACANT	Available for use.	
5-3	Trash	Trash removal	See FIS 5-0
5-4	Janitorial	Janitorial Services	See FIS 5-0
6-0	Check Accountability Log	Contains original copy of form MSP 207 listing all pre-numbered MSP 208 forms received and issued. Copies filled by installation and Finance Division	Installations, retain 3 years, then destroy. Finance Div. retain 3 years and until audited, then destroy.
6-1	Check Accountability Form	Contains validated bank deposit slip with copies of corresponding MSP 208 forms and discrepancy reconciliation reports attached.  Record Copy maintained by Finance Division.	Installation copy, retain 1 year, then destroy. Finance Div., retains 3 years and until audited, then destroy.
7-0	Reimbursable Overtime Projects	Contains approved Reimbursable Overtime Projects Requests, Form 198; Contract for Extraordinary Law Enforcement Services, Form 198A; and Reimbursable Overtime Project Extension Request, Form 198B.  Record copies filed with Finance Division & Reimbursable Overtime Projects Coordinator.	Local copies, retain 1 year, then destroy. Record copies, retain, 3 years and until audited, then destroy.

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E. Law Enforcement Operations (OPS) Filing System

Correspondence and reports of all criminal and non-criminal investigations initiated at the installation/division/unit. Included are supportive documents such as lab reports, statements, records of impounded properties, and other related material required to complete the investigation.

Index	Title	Contents & Comments	Retention
1	Motor Vehicle Administration	Contains MVA (Motor Vehicle Administration) Form AJ 39 initiated by troopers requesting MVA to order the retesting of any Maryland licensed motor vehicle operator. Record copy retained by MVA.	Retain 1 year locally, then destroy.
2	VACANT	Text deleted November 2014.	Retention time expired.
3	Warrants -Open	Contains all open warrants and related documents. Open warrants for an individual who is incarcerated must have a copy of the Prisoner Detainer Request (Form 166) attached. Open warrants which were assigned for service but have been returned unserved must have a copy of the Warrant/Summons Information Checklist (Form 167) attached. METERS (Maryland Electronic Telecommunications and Enforcement Resources Systems)/NCIC (National Crime Information Center) Computer Check Off Wanted Person File (Form 83I).	Retain until served or returned, then move to closed file (OPS 3-1).  Record Copy maintained by appropriate court.
3-1	Warrants - Closed	Contains all closed warrants and related documents.	Retain 1 year, then destroy.
3-2	Warrant Case Assignment Log	Self-explanatory, recorded on Investigation Assignment Record (Form 65). Record copy of the log maintained by the originating source.	Retain 5 years <u>after disposition of all cases.</u>
3-3	Hospital Warrants	Audit hospital warrants once every three months for comparison with Missing Person Report file to see if cases are still open.	Retain 1 year <u>after case closed</u> , then destroy.
4	VACANT	Text deleted November 2014	Retention time expired.
5	VACANT	Text deleted November 2014	Retention time expired.
6	VACANT	Text deleted November 2014	Retention time expired.
7	Other Applicant Investigations Log	Contains log concerning inquiries or investigations for employment requested by other police departments, along with the case number and other data on the Investigation Assignment Record (Form 65). Record copy of the log maintained by the originating source.	Retain 3 years after investigation complete, then destroy.
8	VACANT	Text deleted November 2014	Retention time expired.
9	VACANT	Text deleted November 2014	Retention time expired.
10	VACANT	Text deleted November 2014	Retention time expired.
11	VACANT	Text deleted November 2014	Retention time expired.
12	Firearms Report	Contains reports made by law enforcement personnel detailing facts concerning Stop and Frisk, Firearms Incidental to Arrest, and Trace Reports. Record on Firearms Report Form 97. Record copy maintained by the Handgun Permit Unit.	Retain 1 year, then destroy.

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Index	Title	Contents & Comments	Retention
<b>Law Enforcement Operations (OPS) Filing System</b>			
13	Form 112	Detention Log (Form 112) for adults only. (Juveniles - refer to OPS 53)	Retain 3 years, then destroy.
13-1	Form 112A	Installation Arrest Log (Form 112A), for tracking adult arrests. Contains information that may be released to the public and/or news media when arrest information is requested.	Retain 6 months <u>from date of last entry, then destroy.</u>
14	Used		
15	Criminal and/or Other Summons	Contains summonses mandating appearances before the competent authority. The originator's file will also contain a copy of the Warrant/Summons Information Checklist (Form 167) with all summonses which have been returned unserved.	Retain summons in open file until served or returned. Originator retain summons in open file until served or expired.  Return original summons and related documents to the originating authority and retain copy of the summons and related documents in the closed file.  Retain Witness Fees and Allowances (Form 52) for 3 years, then destroy.  Finance Div., retain 3 years and until audited, then destroy.
15-1	Criminal and/or Other Summons Log	Investigation Assignment Record (Form 65). Record copy of log maintained by the originating source.	Retain 5 years <u>after disposition of all cases, then destroy.</u>
15-2	Criminal and/or Other Summons - Closed	Copy of summons and related documents.	Retain 1 year from date of service or return, then destroy.
15-3	Court Notification Log <u>and Court Summons</u>	This file will contain a copy of the summonses issued to personnel commanding their appearance in court. The file will contain an individual folder for each member of a unit. Folders will be arranged in alphabetical order according to employee's last name. Recently received summonses will be filed towards the front. <u>The Log is filed at the front of each trooper's file.</u> The file is forwarded to a trooper's new assignment when transferred.	Retain completed logs 1 year, then destroy.  Retain <u>trooper's</u> copy of summons 60 days after trial date, then destroy.
16	Used		
17	Railroad Police Commission Log	Contains log listing investigations conducted by Maryland State Police of applicants for a Railroad Police Commission. Record copy of the log maintained by the Licensing Division.	Retain log until the individual to whom the commission was issued resigns, retires, or dies, then destroy.

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Index	Title	Contents & Comments	Retention
<b>Law Enforcement Operations (OPS) Filing System</b>			
18	Electronic Surveillance Equipment	Contains copies of correspondence relating to the registration of all electronic surveillance equipment. Record copy maintained by Licensing Division. Non-record copy maintained by originator.	Retain until 1 year after the equipment is not serviceable, then destroy.
19	VACANT	Available for use	
20	VACANT	Available for use	
21	<u>CAD Incident Data</u>	<u>Data contained on the Computer Aided Dispatch (CAD) system that is related to incidents to which the Maryland State Police respond.</u>	<u>Retain data 3 years on the CAD, then archive 17 years electronically, then delete/destroy.</u>
21-1	Criminal Investigator Caseload Ledger	Contains all pages of the Criminal Investigator Caseload Ledger (Form 84). Record copy maintained by originating source.	Retain 3 years, then destroy.
22	<u>VACANT</u>	<u>VACANT – (Data previously captured on a Complaint Control Card is now contained in the CAD system. Text will be deleted on next revision.)</u>	
23	Incident Reports	<p>Contains all Incident Reports, Form 88, with applicable supplementary reports attached <u>and any report/form generated as a result of the incident.</u> Record copies maintained by the originating source.</p> <p><u>Contains reports that support expenditures of large amounts of money and/or man-hours explained on Working Fund Expenditures (Form 106) and/or Petty Cash Receipt (Form 115).</u></p>	<p>Retain open reports, until suspended or closed.</p> <p>Retain suspended reports 5 years, <u>or longer if needed</u>, then forward to State Records Center for an additional 10 years retention, then destroy.</p> <p>Closed Reports, retain 3 years, then destroy.</p> <p>Retain reports that support expenditures of large amounts of money and/or man-hours Form 106 and/or Form 115 for 3 years or until audited, <u>whichever comes first</u>, then place in either the suspended or closed file, whichever is appropriate.</p>

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Index	Title	Contents & Comments	Retention
<b>Law Enforcement Operations (OPS) Filing System</b>			
23-1	Form 88 Form 4-2 Form 4-3	Contains copies of all Commercial Security Surveys (Form 4-2), Residential Security Surveys (Form 4-3), and Incident Reports (Form 88) relating to crime prevention.	Record copy retained by the originating source. Retain 3 years, then destroy.
23-2	Used		
23-3	Vehicle Salvage Inspection Program Reports, ASED*only.	Contains all Vehicle Inspection Rejection Reports, (Form 217 and Salvage Inspection Report (ASED* Form 23-9) relating to the Vehicle Salvage Inspection Program. *ASED = Automotive Safety Enforcement Division	Retain 3 years, then destroy.
24	Criminal Investigation Reports	<p>Contains all Criminal Investigation Reports, Form 89, with applicable supplementary reports attached <u>and all reports/forms generated as a result of the incident</u>. Record copies maintained by the originating source. <u>Effective July 1, 2014, all Form 89 data is files electronically on the Computer Aided Dispatch / Records Management (CAD/RMS) system.</u></p> <p>Cases suspended and closed for 3 years may be placed in cardboard containers pending transfer to the State Records Center (SRC).</p> <p><b>NOTE:</b> When the last suspended/closed case filed in OPS 24 has been forwarded to SRC, item 24 is inactive (approx. June 30, 2018.) Item 24 is not deleted until 20 years after the last criminal investigation report has been forwarded to the SRC.</p>	<p>Open reports, until suspended or closed.</p> <p>Suspended and closed reports, <u>that may be filed together, retain 5 years, then forward to SRC for another 20 years retention.</u></p> <p><u>Criminal investigation report data will be retained on the CAD/RMS for 25 years, then deleted.</u></p>
24-1	Used		
24-2	Used		
24-3	METERS/NCIC - Active File	METERS/NCIC entries for wanted persons, stolen vehicles, boats, guns, articles, securities, tags, unidentified persons and METERS/NCIC Computer Check-Off forms 83A, 83B, 83C, 83D, 83E, 83F, and 83G. When a case is entered into NCIC, example: a missing/stolen gun, that case is moved to a file cabinet with all the other cases that have something entered into NCIC. If the case is closed/suspended/open the file stays in that cabinet for easy access to validate the NCIC entry. When an item is removed from NCIC, the file is moved to the proper file location, i.e, closed /suspended/open.	Retain until METERS/NCIC entry is cleared, <u>then return the reports to the appropriate file (opened, closed or suspended) and retain as schedule indicates.</u>
24-4	Form 78	Contains copies of Form 78, Consent to Search & Seize Reports. An original Form 78 used for a vehicle search where nothing is seized is not filed here, but is filed in OPS 71 file, stapled to the Form 130.	<u>Retain 2 years, then destroy.</u>

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Records Retention

Index	Title	Contents & Comments	Retention
<b>Law Enforcement Operations (OPS) Filing System</b>			
25	Missing Person Report - Open	Contains all open Missing Person Reports (Form 79) with applicable supplementary reports attached. Record copy maintained by the Maryland Center For Missing Persons. No copies will be forwarded to Criminal Justice Information System-Central Repository (CJIS-CR).	Move to 25-1 when case is closed.
25-1	Missing Person Report - Closed	Contains all closed Missing Person Reports (Form 79) with applicable supplementary reports attached. This file may also contain the Cleared Missing Person Report (Form 79A). Record copy maintained by the originating source. No copies will be forwarded to CJIS-CR.	Retain 3 years from closed date, then destroy.
26	Vehicle Report - Open	Contains all open Vehicle Reports (Form 91) with applicable supplementary reports attached. Record copy maintained by the originating source.	Retain until Closed; then move to 26-1.
26-1	Vehicle Report - Closed	Contains all closed Vehicle Reports (Form 91), Release Authorizations (Form 50) and applicable supplementary reports; <u>Forms 67 and 21-8</u> . Record copy maintained by the originating source.	Retain 3 years from open date, then destroy.
26-2	Abandoned Motor Vehicle - Open	Contains copies of open Vehicle Reports dealing with abandoned vehicles, plus all attachments dealing with the disposition of abandoned vehicles utilizing the Vehicle Report (Form 91), Notice of Intention to Dispose of an Abandoned Vehicle (Form 91A), Certification of Authority to Dispose of Abandoned Vehicle (MVA Form CS-78), Stored Vehicle Release Authorization Certificate (Form 50) and a copy of the Notice for Publication to local newspapers.	Retain until Closed, then move to 26-3.
26-3	Abandoned Motor Vehicle - Closed	Contains copies of closed vehicle reports dealing with abandoned vehicles, plus all attachments dealing with the disposition of abandoned vehicles (MSP Forms 50 and 91 and MVA Forms CS-77, CS-78 and CS-88 and a copy of the Notice for Publication). Record copy maintained by the originating source.	Retain 3 years, then destroy.
27	Motor Vehicle Inventory Log Form 90	The Log contains numerical listing of motor vehicles which have been stored under the authority of MSP (Form 90). Record copy of the log maintained by the originating source.	Retain completed log 3 years, then destroy.
28	Tow Truck Service Application - Open Form 194	Contains all completed Tow Truck Service Applications (Form 194) which have been approved and all Tow Service Complaint Forms (Form 192) and accompanying documentation. File will be subdivided by individual folders for each approved tow service. Folders will be arranged alphabetically. Record copies will be maintained by the originating source. Non-record copies will be given to the tow service owner or manager, when applicable.	Retain until closed, then transfer to OPS 28-1

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Index	Title	Contents & Comments	Retention
<b>Law Enforcement Operations (OPS) Filing System</b>			
28-1	Tow Truck Service Application - Closed	Contains all closed Tow Truck Service Applications (Form 194) that have been disapproved and the questionnaires, Tow Service Complaint Forms (Form 192) and supporting documentation for towing services which had been on an approved list but are no longer on such list.	Retain 3 years <u>after closed, then destroy.</u>
28-2	Towing Request Distribution Forms, Form 189	Contains all completed Towing Request Distribution Forms (Form 189). File will be divided by designated areas. Cut off annually.	Cut off annually, retain 1 year, then destroy.
29	Form 44	Contains all closed Residential Premise Check forms (Form 44).	Retain 30 days, then destroy.
29-1	Commercial Premise Checks	Contains all closed Commercial Premise Check forms (Form 44).	Retain 30 days, then destroy.
29-2	Patrol Checks	Contains all closed patrol check forms (Form 44).	Retain 30 days, then destroy.
30	Juvenile Criminal/Civil Citation	Contains all reports and related documents (except BI (Basic Identification) cards) concerning citations issued to juveniles for violations of certain alcoholic beverage laws. Filed in case folder by complaint control number. Citation record copy maintained by Juvenile Services for local jurisdiction. <u>Criminal/Civil Citation (Form 88)</u> . Cut off annually.	Retain remainder of the calendar year in which citation was written plus 1 additional year, then destroy.
31	Criminal/Civil Citation For Civil Offense	Contains all reports and related documents (except BI cards) concerning citations for civil offenses issued to persons between 18 and 21 years old for violations of certain alcoholic beverage laws. Filed in case folder by complaint control number. Record copy maintained by the District Court. Cut off annually.	Retain remainder of the calendar year in which citation was written plus 1 additional year, then destroy.
32	VACANT	Available for use	
33	VACANT	Available for use	
34	VACANT	Available for use	
35	<u>Crash Reports</u>	Contains all reports and related documents concerning vehicle collisions recorded through the Maryland Automated Accident Reporting System. Filed by complaint control number, route number or patrol sector. Record copy maintained by Central Records Division (which has a records schedule) - cutoff annually.	Retain non-record copy, 3 years, then destroy.
35-1	Form 110 Detailed Crash Investigation Reports	Contains a Detailed Crash Investigation Report Processing Ledger (Form 110) and copies of all reports relating to the investigation of a serious/fatal motor vehicle collision. Filed by complaint control number, route number, or patrol sector. Record copy maintained by reporting installation, non-record copy forwarded to Field Operations Bureau then sent to CRD for filing, retention and dissemination. Cutoff annually.	Retain 5 years, then destroy.

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Index	Title	Contents & Comments	Retention
<b>Law Enforcement Operations (OPS) Filing System</b>			
36	Citation Book Issuance Control Ledger Form 155	Contains a record of citation books issued to troopers. Coded by citation number and issued in sequential order (Form 155). Record copy maintained by the originating source.	Retain 3 years, then destroy.
36-1	Traffic Citation and Transmittal Form	Contains law enforcement copy of citations which are forwarded to District Court on a daily basis, and the Transmittal Form. Record copy maintained by the appropriate court.	Retain 18 months, then destroy.
37	Warnings	Contains copies of Warnings (Form 25)	Retain 18 months, then destroy.
37-1	Form 25 Field Observation Reports	Contains copies of Form 25, when used as an intelligence gathering document alone or in combination with a motor vehicle warning.  The record copy will be filed in the installation criminal section file by date and patrol sector.	Retain 90 days, then review for consideration of further retention. <u>If the information gathered initiates or pertains to an open investigation, a photocopy of the report will be placed in the appropriate case file per the relevant records schedule.</u>
37-2	Form 16	Contains a copy of (Form 16) School Bus Warning Notice. Record copy maintained by issuing notice installation.	Retain 30 days, then destroy.
37-3	Vehicle Pursuit Review	Contains record copy of Maryland State Police Vehicle Pursuit Review, (Form 114).	Retain 3 years, then destroy.
37-4	SERO	Contains the No. 2 copy of a Safety Equipment Repair Order (SERO).	Retain 18 months, then destroy.
38	Disabled Vehicle Daily Log Sheet	Contains a listing and description of those vehicles unattended/abandoned on public property (Form 23B). Record copy maintained by the originating source.	Retain 3 years <u>from last date entered</u> , then destroy.
39	MSP Speed Computer Calibration/Inspection and Certification Report	Contains completed Speed Computer Calibration/Inspection and Certification Reports (Form 158) which detail the accuracy of speed computers and certification of the operator on a monthly basis.	Retain present year plus one year, then destroy.
39-1	Speed Computer Data Concerning Repairs, Bulletins, Correspondence	Contains all correspondence and reports received pertaining to speed computer operations and maintenance.	Retain as long as computer is in use and 1 year after the equipment is disposed of, then destroy.
40	Radar Data: Repairs, Bulletins, and Correspondence	Contains all correspondence and reports received pertaining to Radar equipment and maintenance. Record copy maintained by the originating source.	Retain for 1 year after the equipment is disposed of, then destroy.

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Index	Title	Contents & Comments	Retention
<b>Law Enforcement Operations (OPS) Filing System</b>			
40-1	Testing & Monitoring	Records maintenance & use of Radar equipment assigned to units. Record copy maintained by user.	Retain until equipment is no longer used, then destroy..
41	<u>Alcohol Influence Reports - Open</u>	Contains all open alcohol influence reports and all related documents. For a steted case on file for one year, solicit a decision from the State's Attorney's Office on the question of closing the case or retaining it on file and reassessing in one year. For open cases on file for 5 years, that do not involve personal injury, fatalities, property damage or damage to other vehicles, commanders will close the cases administratively and destroy the case files 30 days after informing the State's Attorney of the cases scheduled for destruction and the date they will be destroyed. <u>A local State's Attorney's must inform the barrack commander within 30 days of any cases that should not be destroyed.</u>	Retain until closed, <u>then transfer to OPS 41-1.</u>  <u>For cases closed administratively, destroy the records 30 days after informing the State's Attorney of the date the records will be destroyed.</u>
41-1	<u>Alcohol Influence Reports - Closed</u>	Contains all closed alcohol influence reports and all related documents (Forms 32, 33, 102). Record copy maintained by the originating source.	Retain 1 year after final adjudication, then destroy.
41-2	Alcohol Influence Summary	Contains monthly summary of individual tests run at each installation on Alcohol Influence Report Summary (Form 34A). Record copy maintained by the Chemical Test for Alcohol Unit (CTAU).	Retain non-record copy, 1 year, then destroy.  Retain record copy, 3 years, then destroy.
41-3	Breath Testing Instrument Report	Contains a copy of Breath Testing Field Inspection Reports (Form 37), or Field Maintenance Inspection Report (Form 28) <u>for the approved evidential breath test instrument</u> ; Chemical Test Equipment Repair Report (Form 28), or Form 28A <u>for the approved evidential breath test instrument.</u> Record copy maintained at the installation; copy forwarded to CTAU within 24 hours of inspection.	Retain 3 years, then destroy.
41-4	Instrument Certification File	Contains copies of certification on breath testing instruments, semi-annual certifications, and re-certifications after repairs. Record copy maintained by the installation.	Retain 2 years after the instrument is disposed of, then destroy.



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Index	Title	Contents & Comments	Retention
<b>Law Enforcement Operations (OPS) Filing System</b>			
41-5	Certification Material	<p>Contains non-record copy of the Alcohol Reference Solution certification letter.</p> <p>Record copies maintained by the Chemical Test for Alcohol Unit.</p>	<p>Retain Alcohol Reference Solution certification letter, until case is adjudicated, then destroy.</p> <p>Retain Ampoule Analyses Reports, until all cases under specific ampoule lots are adjudicated, then destroy.</p>
41-6	Chemical Testing Data Repairs, Bulletins, and Related Correspondence	Contains all correspondence and reports received pertaining to chemical testing. Record copy maintained by the originating source.	Retain until 1 year after equipment is disposed of, then destroy.
41-7	Alcohol Testing Program Log	Log of all alcohol influence and related drug arrests and results of chemical test and court disposition (Form 36B). Record copy of log maintained by the originating source.	Retain 3 years after final adjudication, then destroy
41-8	Used	Used by CTAU	
41-9	Breath Test Operators Log	Contains log of breath tests performed by each operator recorded on breath test Operators Log (Form 36A). Filed alphabetically by operator's name in individual sub-files. Record copy maintained in the appropriate sub-file. When operator is transferred, place in Auxiliary Personnel File (PER 5).	Retain as long as operator is licensed, plus 2 additional years, then destroy.
41-10	VACANT	Available for use	
41-11	Preliminary Breath Test Log	Contains log of all preliminary breath tests (Form 104) offered. Record copy of log maintained by the originating source.	Retain 3 years, then destroy.
41-12	VACANT	Available for use	
41-13	DR-15A Book Issuance Control Ledger	Contains a record of DR-15A Books issued to troopers. Coded by form number and issued in sequential order (Form 156).	Retain 3 years, then destroy.
41-14	DR-15A/Allied Law Enforcement Agencies	Contains copies of DR-15As received from allied law enforcement agencies for service by MSP.	Retain 1 year <u>after service, then destroy.</u>
42-51	VACANT	Available for use	

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Index	Title	Contents & Comments	Retention
<b>Law Enforcement Operations (OPS) Filing System</b>			
52	Master Criminal File Card	Contains the Barrack Identification (BI) Cards, completed and maintained in a Master Name Index File. <u>Issuing BI Cards was discontinued in 2014. Observe retention period for BI Cards initiated prior to 2015.</u>	Retain closed BI Cards, 35 years since last entry, then destroy.  Retain closed juvenile BI Cards with a corresponding adult BI Card, 35 years since last entry, then destroy.  Retain open or suspended cases, for 50 years, then destroy.
53	Form 53 Form 112	Contains record of Criminal Arrest -Juvenile Form 53. Contains copy of Detention Log (Form 112) for juvenile detentions only, for use in capturing data for Juvenile Justice Advisory Council survey.	Retain 3 years, then destroy.
53-1	Juveniles Held Report	Contains completed copy of the Semi-Annual Report On Juveniles Held in Lockups/Cells. Record copy maintained by Juvenile Justice Advisory Council.	Retain 3 years, then destroy.
54	Used		
55	Monthly UCR (Uniform Crime Reports)	Contains non-record copy of monthly installation UCR reports. Record copy maintained by Central Records Division under that division's schedule.	Retain 1 year, then destroy.
56	Property Records – Open	Contains open property records filed consecutively by property record number, with related documents, e.g., Forms 63 & 67.	Retain until Closed then move to OPS 56-1.
56-1	Property Records – Closed	Contains all closed property records and all attachments. Record copy retained by Finance.	Non-record copy, 1 year after full release.  Finance, retain for 5 years, and then transfer to State Records Center for 10 years retention.
56-2	Property Record Control Log	Contains a listing of property record numbers in sequence, along with other pertinent information concerning property records issued to personnel recorded on Property Record Control Log (Form 63A). Record copy maintained by the originating source.	Retain 5 years after <u>last date entered</u> , then destroy.

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Index	Title	Contents & Comments	Retention
<b>Law Enforcement Operations (OPS) Filing System</b>			
56-3	MSP Installation Property Log	Contains data itemizing all material being held by MSP installations and disposition of same (Form 99). Record copy of logs maintained by the originating source.	Retain 5 years, then destroy.
56-4	Quarterly Property Record Inventory	Contains most current Quarterly Property Record Inventory (Form 47). Record copy retained by, Finance.	Retain until next quarterly inventory is filed, <u>then destroy previous quarterly inventory.</u>
56-5	<u>Drug Take Back Disposal Program</u>	<u>Contains form MSP 67, Request for Laboratory Examination – Chain of Custody Log used to document the destruction of prescription and over the counter drugs voluntarily turned into to barrack and destroyed by the respective county health department.</u>	<u>Retain 3 years, then destroy.</u>
57	Confidential Informant File (Active)	Contains Confidential Informant Contact History (Form 85), Confidential Informant Contact Sheet (Form 86), criminal history record check and letters of agreement concerning the confidential informant's performance and an Expenditure Report (Form 106) documenting an informant payment for assistance in a case. Record copies maintained by the originating source. Maintained in separately locked drawer or cabinet.	Retain 6 months past last date of contact with the informant, then move to inactive (OPS 57-1).
57-1	Confidential Informant File (Inactive)	Contains all Confidential Informant files which have been inactive for a period of six months or more. Maintained in separately locked drawer or cabinet.	Retain 5 years past last date of contact with the informant, then destroy.
58	Expunged Records	Contains all completely expunged records retained at barrack in a secure location (i.e., locked closet, locked file cabinet).	Retain 3 years and 6 months ( <u>42 months</u> ) from <u>date the court authorized the expungement,</u> then destroy.
59-66	VACANT	Available for use	
67	Criminal Polygraph	Contains graphs, copy of examiner's findings and all related data dealing with polygraph examinations involving criminal matters. Record copy maintained by the appropriate polygraph operator.	Retain 5 years after final adjudication and until no longer needed, then destroy.
67-1	Non-Criminal Polygraph	Contains graphs, copy of examiner's findings and all related data dealing with polygraph examinations involving non-criminal matters. Record copy maintained by Human Resources Division.	Retain 5 years and until no longer needed, then destroy.
68	K-9 Activities	Contains copies of records of activities generated by K-9 personnel. Record copy filed at installation where K-9 handler is assigned. Non-record copy filed with K-9 Unit.	Retain 1 year, then destroy.
68-1	Form 40	Form 40, K-9 Activity Summary	Retain 1 year, then destroy.
68-2	Form 41	Form 41, K-9 Handlers Daily Activity Report	Retain 1 year, then destroy.

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Index	Title	Contents & Comments	Retention
<b>Law Enforcement Operations (OPS) Filing System</b>			
69	Mobile Video Recording Activities	Contains logs and reviews related to the use of In-Car Video Cameras. See 69-1, 69-2	
69-1	Form 83	Video Tape Logs, Form 83	Retain 18 months after last entry, then destroy.
69-2	Form 83R	Videotape Review Reports, Form 83R	Retain 18 months, <u>unless otherwise required for management purposes or legal proceedings, then destroy.</u>  For instances of pending legal or administrative action, retain until the Legal Counsel authorizes destruction.
70	Form 221 and Form 222	Contains barrack record copy of Form 221, Child Passenger Safety Seat Loaner Application and Form 222 Child Safety Seat Check List.	Retain Forms 221 and 222, 4 years from date safety seat is returned, then destroy.  If safety seat is not returned, retain for 4 years from date borrowed, then destroy.
71	Form 130 Vehicle Search Report and Form 78 Consent to Search and Seize	Contains barrack copy of Form 130 with original Form 78 attached (stapled) if no property is seized. A photocopy of the Form 78 will be attached to the Form 130 if property is seized. Original Form 78 filed in OPS 24 when property is seized.	Retain 18 months, then destroy.
80-86	Used		
87	Commander's Quarterly Review of Traffic and Search Reports	Contains record copy of Form 226.	Retain 18 months, unless otherwise required for management purposes or legal proceedings, then destroy.  <u>For instances of pending legal or administrative action, retain until the Legal Counsel authorizes destruction.</u>
88	Grants	Contains barrack record copy of highway safety project related forms and reports. Not used for reimbursable projects assigned a Z number.	Retain 3 years or until audited, whichever comes first, then destroy.

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F. Legal (LEG) Filing System

Copies of federal, State, county, city and local laws and amendments which have, or if enacted, may have, a direct impact on MSP operations. Included is correspondence, interpretations, decisions, and opinions of the Attorney General's Office and other legal authorities.

Index	Title	Contents & Comments	Retain
1	US Laws	Self-explanatory	Until Repealed
2	State Laws	Self-explanatory	Until Repealed
3	County Ordinances	Self-explanatory	Until Repealed
4	City Ordinances	Self-explanatory	Until Repealed
5	Local District	Regulations created by county or city governments which affect MSP operations.	Until Repealed
6	Attorney General's Opinion	Self-explanatory	Retain as permanent file for <u>10 years</u> , then <u>transfer to the Maryland State Archives for permanent retention.</u>

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G. Liaison (LIA) Filing System

Miscellaneous correspondence with other governmental agencies which does not relate to any other category in this filing system.

Index	Title	Contents & Comments	Retain
1	Federal Agencies	Create files as needed. Record copy maintained by the originating source	Retain 3 years and until no longer needed, then destroy.
1-1	Federal Bureau of Investigation		Retain 3 years and until no longer needed, then destroy.
1-2	Bureau of Census		Retain 3 years and until no longer needed, then destroy.
1-3	Secret Service		Retain 3 years and until no longer needed, then destroy.
2	State Agencies Excluding Courts	Create files as needed. Record copy maintained by the originating source. Examples to create as needed: 2-1 Department of Transportation 2-2 Department of Health and Mental Hygiene 2-3 State Fire Marshal 2-4 State Highway Administration 2-5 Colorado Highway Patrol	Retain 3 years and until no longer needed, then destroy.
3	State Courts	Self-explanatory. Record copy maintained by the originating source.	Retain 3 years and until no longer needed, then destroy.
4	Municipal Governments	Contains informative data concerning local police departments, city health agencies, and related organizations. Resident Trooper contracts and other related Resident Trooper correspondence. Record copy maintained by the originating source.	Retain 3 years and until no longer needed, then destroy.

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Index	Title	Contents & Comments	Retain
<b>Liaison (LIA) Filing System</b>			
5	County Governments	Contains informative data concerning county police departments, Society for the Prevention of Cruelty to Animals, and related organizations. Resident Trooper contracts and other related Resident Trooper correspondence. Record copy maintained by the originating source.	Retain 3 years and until no longer needed, then destroy.

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H. Supply and Services (SUP) Filing System

Correspondence and documents for supplies, equipment, and utilities which are required by units.

Index	Title	Contents & Comments	Retain
1	VACANT	Available for use.	
2	Requisitions - Open Non-Capital Equipment	Contains copies of requests for materials not yet received. Supply catalog will be utilized for orders recorded on Requisition (Form 120), Special Purchase Orders/Quartermaster Division Emergency Purchases, Department of General Service Purchase Order (#PB 100), Department of General Services Warehouse Order (#DGS 74052), and Department of General Services Quarterly Order (#1A).	Retain until Closed, then <u>move to SUP 2-1.</u>
2-1	Form 120 Requisitions - Closed Non-Capital Equipment	Form 120 Requisition.  Copies of requests for materials which have been filled through supply channels. Record copy maintained by Quartermaster Division or Electronic Services Division.	Retain non-record copy 6 months, then destroy.  Retain record copies, 3 years and until audited, then destroy.
2-2	Form 113 Requisition Log	Contains original copy of Requisition Log (Form 113) filed chronologically, numerically listing each Maryland State Police Requisition (Form 120) as it is used.	Retain 2 years from last entry, then destroy.
3	Motor Vehicle History	Installation files, arranged by vehicle number, will consist of: a. Motor Vehicle Inspection Reports (Form 153) b. Equipment Loss/Damage Report (Form 195) c. Request for Services of Electronic Services Division (Form 196). d. <u>Motor Vehicle Repair Order (Form 118)</u>  ***** <b>Motor Vehicle Division (MVD) central files</b> contain record copies of <u>below listed</u> files arranged by vehicle identification numbers containing:  a. Equipment Loss/Damage Report (Form 195). b. Request for Approval to Use Non-Issued Equipment (Form 144). c. Request for Motor Vehicle Repairs (Form 118). d. Any other records associated with the vehicle, as deemed appropriate by the Commander, MVD.  Record copies are maintained under the Records Retention & Disposal Schedule unique to the respective division, or the installation as deemed appropriate: Finance Division (Schedule 971-79), Motor Vehicle Division (Schedule 971-16).	Retain non-record copies of Forms 195, 196, 118), until the vehicle is disposed of, then destroy.  Retain Form 153, for the current year plus 1 additional year, then destroy.  Retain Request for Electronic Services Division, and Form 144, for 3 years or until equipment is removed, whichever occurs sooner, then destroy.



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Index	Title	Contents & Comments	Retain
<b>Supply and Services (SUP) Filing System</b>			
3-1	Form 125	Contains Form 125, Motor Vehicle Operation Reports. Record copy maintained by Motor Vehicle Division under that division's unique Records Retention & Disposal Schedule.	Retain non-record copy, 1 year, then destroy.  Retain record copy, 3 years and until audited, then destroy.
4	Material Safety Data Sheet (MSDS)	Lists Hazardous and Toxic Substances (HTS) purchased <u>by or for a unit or garage and used or stored at that location.</u>	Retain 3 years at Quartermaster after discontinuing the use of a specific HTS, <u>then forward to Records Center for an additional 37 years, then destroy.</u>
5	Tactical Supplies Inventory - Non-Capital Equipment	Contains records relating to flak vests, tear gas grenades and canisters, grenade launchers, gas masks, and tactical equipment bags. Record copy maintained by Field Operations Bureau.	Retain non-record and record copies 3 years, then destroy.

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I. Public Relations (PR) Filing System

Correspondence and reports which relate to activities which promote or publicize the mission and functions of the MSP.

Index	Title	Contents & Comments	Retain
1	Organizations	Contains copies of correspondence from organizations concerning ceremonies, escorts, parades, and other requests for MSP participation including Lecture Form (Form 8) and Waiver of Claims and Release From Liability (Form 45) and General Waiver and Release Seat Belt Convincer (Form 45B). Record copy maintained by the originating source.	Retain 3 years after assignment is complete, then destroy.
2	Press Releases	Contains those authorized notices released for public dissemination. Non-record material. <u>Record copy retained by Office of Media Communications per its Records Schedule.</u>	Retain 1 year, then destroy.
3	Public Officials	Contains names, addresses, telephone numbers and titles of local public officials and agencies to which citizens can be referred for matters not handled by the Maryland State Police. Non-record material.	Retain as a perpetual file by updating as necessary.
4	Public Inquiries and Requests	Not Related to any Specific Category	Retain 3 years after completed, then destroy.

J. Training (TNG) Filing System

Brochures, announcements, schedules, and reports requiring attendance at, or participation in, training programs conducted at police academies and various civilian institutions.

Index	Title	Contents & Comments	Retain
1	Academies and Special Courses	Contains informative materials relating to special schools available to MSP personnel. Non-record materials.	Destroy obsolete materials yearly.
1-1	Request for Special Assignment/ Training Reports	Contains copies of requests for training or special assignment reports.	Retain until action is taken on the request, then destroy.
2	College Programs (On Campus)	Contains informative materials concerning college programs available to MSP personnel. Non-record materials.	Destroy obsolete materials on a yearly basis.
3	VACANT	May be used.	
4	Tactical Training	Contains information relating to tactical training conducted by and for MSP personnel. Record copy maintained by Field Operations Bureau.	Retain 3 years, then destroy.
5	Ad-Hoc Recommendations	Contains copies of all reports submitted to the Commander of the Training Division by the committee. Record copy maintained by the Education and Training Division.	Retain 1 year, then destroy.

K. Medical (MED) Filing System

Any documents containing information about the medical condition (past or present), details of sick leave use, medications, etc. of an employee will be maintained as follows.

1. Medical records will be filed separately from any other documents.
2. The storage location will be locked with a configuration preventing access to the medical information while other non-related files are being accessed.
3. Handling and access to the actual records will be limited to an individual designated by the commander/director.
4. All medical information and records concerning any MSP employee will be considered confidential.
5. Supervisors may be advised of restrictions on or modifications to the work or duties of a particular employee, but NOT the reasons for those changes or restrictions.
6. Emergency services personnel may be apprised of a medical condition should that information assist at a time that emergency treatment of the employee is necessary and the employee is not capable of providing the information.
7. Properly authorized representatives of Equal Employment Opportunity Commission, the body charged with enforcing the requirements of the Americans with Disabilities Act, may be provided relevant information upon request.
8. Relevant information may be provided to the State Worker's Compensation Commission or "second injury" funds in accordance with State Worker's Compensation Commission Laws.
9. Relevant information may be provided to insurance companies that require medical examinations to provide health or life insurance upon presentation of a release of information from the employee.
10. Upon request, the properly authorized employee of the Medical Division may be provided information from the local file.
11. Documents received by the Medical Division will be maintained in accordance with the Medical Division unique filing system.
12. Locally, the medical file will contain a folder for each assigned employee arranged alphabetically.
13. The employee's local medical file will accompany the employee if transferred.
14. An employee's local medical file will be forwarded to the Medical Division upon the employee's separation from the MSP.

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**Medical (MED) Filing System**

Index	Title	Contents & Comments	Retain
1	Form 200 Sick Leave Log	Form 200, Accident and Sick Leave Record. Utilize all spaces on each Form 200.	Retain as a perpetual file by updating as necessary.
2	Medical Status and Medication Report	Includes Form 175, Certificates of Illness or Disability, and Form 175 E, Medication/Exposure Report.  Medical documentation for absences of 5 or more consecutive workdays and Form 175 E (originals) will immediately be forwarded to the Medical Services Unit for inclusion in the employee's medical file.  Records forwarded to Medical Services Unit are retained according to that division's Records Retention & Disposal Schedule, DGS 550-1	Medical documentation for absences less than 5 consecutive workdays, retain 1 year, then destroy.  Medical documentation for absences of 5 or more consecutive workdays <u>and Form 175E.</u> , retain locally for 3 years, then destroy.
3	Duty Related Illness or Injury	Form 199, Report of On-Duty Injury or Illness. Original filed with Medical Services Unit.	Retain 3 years, then destroy.
4	<u>Forms OSHA 300 and 300A</u>	<u>Occupational Safety and Health Administration (OSHA) form 300 Log of Work-Related Injuries and Illnesses and form 300A Summary of Work-Related Injuries and Illnesses.</u>	<u>Retain copy 5 years, then destroy.</u>

Approved:

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Colonel William M. Pallozzi  
Superintendent 03/xx/2016