

## RECORDS INVENTORY AND RETENTION SCHEDULE COVER SHEET

<b>Schedule Number</b> <small>(To be completed by DGS/Records Management Division)</small>	2923A
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### Agency Information

Department / Agency	Maryland Transportation Authority (MDTA)
Division / Unit	Police
Vision Statement	The Maryland Transportation Authority will provide a transportation network of highways, bridges and tunnels where safety, efficiency and excellent customer service are priorities.

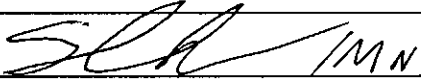
### Schedule Information

Supersedes Schedule(s)	2430 and 2430A
Amends Schedule(s)	2923 (adds MDTA Police records only)


### Preparer Information

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Title of Preparer	Process Improvement Analyst
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Date	June 25, 2019

### Agency Approval

Name of Agency Records Officer	Sheilah F. Brous
Agency Records Officer Signature	
Date	June 25, 2019

### State Archivist Approval

State Archivist Signature	
Date	7-10-19

JUN 28 2019

<b>DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION RECORDS INVENTORY AND RETENTION SCHEDULE</b>	<b>Schedule No. 2923A</b> <small>(To be completed by DGS/Records Management Division)</small>
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<b>Records Series Title:</b> MDTA Police Administrative - U.S. Laws	<b>Page 1 of 60</b>
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<b>Record Series Content</b>	This series contains copies of federal laws, regulations, and amendments that have a direct relationship to MDTA Police operations.
<b>Record Series Function</b>	These track federal law changes that affect the police and their operations.
<b>Organization/Arrangement</b>	Chronological order at every detachment and police headquarters
<b>Indexing System</b>	None
<b>Restrictions (Law or Regulation Citation)</b>	None
<b>Formats (paper, electronic, etc.)</b>	Hardcopy: Paper
<b>Volume (file drawers, gigabytes, etc.)</b>	Approximately 25 - 50 pages
<b>Annual Accumulation (file drawers, gigabytes, etc.)</b>	Approximately 10 - 20 pages
<b>Current Location</b>	Located at each of MDTA Police's 9 facilities
<b>Audit Requirements</b>	None
<b>Date Span</b>	2012 - Current
<b>Completeness/Gaps</b>	Complete

<b>Schedule Item Number</b>	147
<b>Retention</b>	Retain until law, regulation, or amendment is repealed, then destroy.
<b>Justification for Permanent Retention</b>	None

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

**Schedule No. 2923A**

(To be completed by DGS/Records Management Division)

**Records Series Title:**  
MDTA Police Administrative - State Laws

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<b>Record Series Content</b>	This series contains copies of State laws, regulations, and amendments that have a direct relationship to MDTA Police operations.
<b>Record Series Function</b>	These files track state law changes that affect the police and their operations.
<b>Organization/Arrangement</b>	Chronological order by date at every detachment and police headquarters
<b>Indexing System</b>	None
<b>Restrictions (Law or Regulation Citation)</b>	None
<b>Formats (paper, electronic, etc.)</b>	Hardcopy: Paper
<b>Volume (file drawers, gigabytes, etc.)</b>	Approximately 20 - 50 pages
<b>Annual Accumulation (file drawers, gigabytes, etc.)</b>	Approximately 5 - 10 pages
<b>Current Location</b>	Located at each of MDTA Police's 9 facilities
<b>Audit Requirements</b>	None
<b>Date Span</b>	2012 - Current
<b>Completeness/Gaps</b>	Complete

<b>Schedule Item Number</b>	148
<b>Retention</b>	Retain until law, regulation, or amendment is repealed, then destroy.
<b>Justification for Permanent Retention</b>	None

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

**Schedule No. 2923A**

(To be completed by DGS/Records Management Division)

<b>Records Series Title:</b> MDTA Police Administrative - Public Relations Organizations	<b>Page 3 of 60</b>
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<b>Record Series Content</b>	This series contains correspondence from organizations concerning ceremonies, escorts, parades, and other requests for participation.
<b>Record Series Function</b>	These files request police for participation in ceremonies, escorts, etc. from outside agencies and organizations.
<b>Organization/Arrangement</b>	Chronological
<b>Indexing System</b>	None
<b>Restrictions (Law or Regulation Citation)</b>	None
<b>Formats (paper, electronic, etc.)</b>	Digital: Microsoft Word
<b>Volume (file drawers, gigabytes, etc.)</b>	1 MB
<b>Annual Accumulation (file drawers, gigabytes, etc.)</b>	500 KB
<b>Current Location</b>	MDTA Computer Network - Secured Police Shared Drive
<b>Audit Requirements</b>	None
<b>Date Span</b>	2014 - Current
<b>Completeness/Gaps</b>	Complete

<b>Schedule Item Number</b>	149
<b>Retention</b>	Retain record copy for 4 years, then destroy.
<b>Justification for Permanent Retention</b>	None

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

**Schedule No. 2923A**

(To be completed by DGS/Records Management Division)

**Records Series Title:**  
MDTA Police Administrative Services Bureau -  
General Orders

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<b>Record Series Content</b>	This series contains general procedural directives, which are issued by the Chief of Police and remain in effect until they are incorporated into the Directives Manual (see Item 7) or rescinded.
<b>Record Series Function</b>	These records advise MDTA Police personnel of procedure changes/additions.
<b>Organization/Arrangement</b>	Chronological by year, then numerical
<b>Indexing System</b>	None
<b>Restrictions (Law or Regulation Citation)</b>	None
<b>Formats (paper, electronic, etc.)</b>	Digital: Microsoft Word
<b>Volume (file drawers, gigabytes, etc.)</b>	40 MB
<b>Annual Accumulation (file drawers, gigabytes, etc.)</b>	32 - 37 MB
<b>Current Location</b>	MDTA Computer Network - Secured Police Shared Drive
<b>Audit Requirements</b>	None
<b>Date Span</b>	1995 - Current
<b>Completeness/Gaps</b>	Complete

<b>Schedule Item Number</b>	150
<b>Retention</b>	Retain until incorporated into the Directive Manual (Item 7) or rescinded, whichever is sooner, then destroy.
<b>Justification for Permanent Retention</b>	None

**DEPARTMENT OF GENERAL SERVICES  
RECORDS MANAGEMENT DIVISION  
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**Schedule No. 2923A**

(To be completed by DGS/Records Management Division)

**Records Series Title:**  
MDTA Police Administrative Services Bureau -  
Special Orders

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<b>Record Series Content</b>	This series contains Special Orders advising MDTA Police personnel of procedures involving specific circumstances or events that are temporary or self-cancelling. These differ from General Orders (Item 4) because they relate to specific circumstances and events and are not typically manually superseded or rescinded.
<b>Record Series Function</b>	These records generally cover temporary and self-cancelling orders. All Special Orders are to be issued by the Chief of Police or by a Division Commander with the Chief's approval.
<b>Organization/Arrangement</b>	Chronological by year, then numerical
<b>Indexing System</b>	None
<b>Restrictions (Law or Regulation Citation)</b>	None
<b>Formats (paper, electronic, etc.)</b>	Digital: Microsoft Word
<b>Volume (file drawers, gigabytes, etc.)</b>	31 MB
<b>Annual Accumulation (file drawers, gigabytes, etc.)</b>	25 - 30 MB
<b>Current Location</b>	MDTA Computer Network - Secured Police Shared Drive
<b>Audit Requirements</b>	None
<b>Date Span</b>	1995 - Current
<b>Completeness/Gaps</b>	Complete

<b>Schedule Item Number</b>	151
<b>Retention</b>	Retain until order is cancelled, then destroy.
<b>Justification for Permanent Retention</b>	None

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

**Schedule No. 2923A**

(To be completed by DGS/Records Management Division)

**Records Series Title:**  
MDTA Police Administrative Services Bureau -  
Memoranda

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<b>Record Series Content</b>	This series contains memos which provide information, opinions, guidance, or orders concerning a particular subject or event. They are frequently self-canceling but pertinent content from those that have on-going application is sometimes included in the next revision to the Directives Manual.
<b>Record Series Function</b>	Memos provide information, opinions, guidance, or orders concerning a particular subject or event.
<b>Organization/Arrangement</b>	Chronological by year, then numerical
<b>Indexing System</b>	None
<b>Restrictions (Law or Regulation Citation)</b>	None
<b>Formats (paper, electronic, etc.)</b>	Digital: Microsoft Word
<b>Volume (file drawers, gigabytes, etc.)</b>	20 - 25 MB
<b>Annual Accumulation (file drawers, gigabytes, etc.)</b>	20 MB
<b>Current Location</b>	MDTA Computer Network - Secured Police Shared Drive
<b>Audit Requirements</b>	None
<b>Date Span</b>	1995 - Current
<b>Completeness/Gaps</b>	Complete

<b>Schedule Item Number</b>	152
<b>Retention</b>	Retain until cancelled or superseded, whichever is earlier, then destroy.
<b>Justification for Permanent Retention</b>	None

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

**Schedule No. 2923A**

(To be completed by DGS/Records Management Division)

**Records Series Title:**  
MDTA Police Administrative Services Bureau -  
Directives Manual

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<b>Record Series Content</b>	This series is issued by the Chief of Police to establish policies, procedures, and rules. They replace General Orders (Item 4) when those orders are codified.
<b>Record Series Function</b>	Record of official documents that are intended to affect or guide the actions of police sworn and non-sworn personnel.
<b>Organization/Arrangement</b>	The manual is broken into chapters that pertain to a specific topic
<b>Indexing System</b>	None
<b>Restrictions (Law or Regulation Citation)</b>	None
<b>Formats (paper, electronic, etc.)</b>	Digital: Microsoft Word
<b>Volume (file drawers, gigabytes, etc.)</b>	8 - 9 MB
<b>Annual Accumulation (file drawers, gigabytes, etc.)</b>	Updated as needed but overall volume does not change.
<b>Current Location</b>	MDTA Computer Network - Secured Police Shared Drive
<b>Audit Requirements</b>	None
<b>Date Span</b>	2017 - Current
<b>Completeness/Gaps</b>	Complete

<b>Schedule Item Number</b>	153
<b>Retention</b>	Non-permanent continuous record. Maintain as a perpetual file by updating and removing obsolete information when amended or revised.
<b>Justification for Permanent Retention</b>	None



<b>DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION RECORDS INVENTORY AND RETENTION SCHEDULE</b>	<b>Schedule No. 2923A</b> <small>(To be completed by DGS/Records Management Division)</small>
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<b>Records Series Title:</b> MDTA Police Administrative Services Bureau - Capital Equipment Inventory	<b>Page 8 of 60</b>
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<b>Record Series Content</b>	This series contains fiscal reports required or requested by MDTA Asset Control and Damage Recovery or any other responsible authority (property held).
<b>Record Series Function</b>	Provides a detailed report regarding capital inventory to include physical locations for required/requests made by MDTA Asset Control and Damage Recovery.
<b>Organization/Arrangement</b>	Chronological
<b>Indexing System</b>	None
<b>Restrictions (Law or Regulation Citation)</b>	None
<b>Formats (paper, electronic, etc.)</b>	Digital: Microsoft Excel
<b>Volume (file drawers, gigabytes, etc.)</b>	Varies by detachment: 1 MB - 154 MB
<b>Annual Accumulation (file drawers, gigabytes, etc.)</b>	Varies by detachment: 75 KB - 39 MB
<b>Current Location</b>	MDTA Computer Network - Secured Police Shared Drive
<b>Audit Requirements</b>	None
<b>Date Span</b>	2013 - Current
<b>Completeness/Gaps</b>	Complete

<b>Schedule Item Number</b>	154
<b>Retention</b>	Transfer record copy to Maryland Transportation Authority (MDTA) Asset Control and Damage Recovery (Schedule 2923 Item 9). Retain local copy in Detachment Commander's file for 4 years and then destroy.
<b>Justification for Permanent Retention</b>	None

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

**Schedule No. 2923A**

(To be completed by DGS/Records Management Division)

<b>Records Series Title:</b> MDTA Police Internal Affairs (IA) Unit - Master Complaint Against Personnel Ledger	<b>Page 9 of 60</b>
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<b>Record Series Content</b>	This series contains a ledger and spreadsheet which document complaints and disciplinary action against MDTA Police's sworn personnel.
<b>Record Series Function</b>	Records complaints and record of disciplinary action against sworn personnel.
<b>Organization/Arrangement</b>	Chronological
<b>Indexing System</b>	None
<b>Restrictions (Law or Regulation Citation)</b>	Maryland Annotated Code, General Provisions Article, Section 4-311
<b>Formats (paper, electronic, etc.)</b>	Hardcopy: Paper Digital: Microsoft Excel
<b>Volume (file drawers, gigabytes, etc.)</b>	1 file drawer 100 KB
<b>Annual Accumulation (file drawers, gigabytes, etc.)</b>	Approximately 96 pieces of paper per year 10 - 20 KB
<b>Current Location</b>	881 Oceanic Drive, Annapolis, MD 21409 MDTA Computer Network - Secured Police Shared Drive
<b>Audit Requirements</b>	None
<b>Date Span</b>	1975 - Current
<b>Completeness/Gaps</b>	Complete

<b>Schedule Item Number</b>	155
<b>Retention</b>	Retain hardcopy and digital files for 50 years and until no longer needed for business purposes, then destroy.
<b>Justification for Permanent Retention</b>	None

**DEPARTMENT OF GENERAL SERVICES  
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RECORDS INVENTORY AND RETENTION SCHEDULE**

**Schedule No. 2923A**

(To be completed by DGS/Records Management Division)

**Records Series Title:**  
MDTA Police Internal Affairs (IA) Unit - Employee  
Complaint File

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<b>Record Series Content</b>	This series contains investigative reports and records of disciplinary action.
<b>Record Series Function</b>	File maintained for each complaint filed against sworn personnel and the records of disciplinary action.
<b>Organization/Arrangement</b>	Chronological
<b>Indexing System</b>	None
<b>Restrictions (Law or Regulation Citation)</b>	Maryland Annotated Code, General Provisions Article, Section 4-311
<b>Formats (paper, electronic, etc.)</b>	Digital: Microsoft Word, PDF, video in VLC media file format (.vob), JPEG
<b>Volume (file drawers, gigabytes, etc.)</b>	534 GB stored in Blue Team/IA Pro Software
<b>Annual Accumulation (file drawers, gigabytes, etc.)</b>	Approximately 1 GB
<b>Current Location</b>	881 Oceanic Drive, Annapolis, MD 21409 Secured Police Software (Blue Team/IA Pro)
<b>Audit Requirements</b>	None
<b>Date Span</b>	2004 - Current
<b>Completeness/Gaps</b>	Complete

<b>Schedule Item Number</b>	156
<b>Retention</b>	Retain until employment is terminated, then move to Former Member File (Item 12) and follow the retention period for that series.
<b>Justification for Permanent Retention</b>	None

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

**Schedule No. 2923A**

(To be completed by DGS/Records Management Division)

**Records Series Title:**  
**MDTA Police Internal Affairs (IA) Unit - Cross  
Reference File/Ledger**

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<b>Record Series Content</b>	This series contains a computerized spreadsheet which cross-references complaints, the MDTA Police's sworn employees, and case numbers. There is also a paper version of this ledger for the older complaints.
<b>Record Series Function</b>	These records serve as a log of complaints against sworn employees for purposes of investigating complaints.
<b>Organization/Arrangement</b>	Filed in chronological order by case name and date
<b>Indexing System</b>	None
<b>Restrictions (Law or Regulation Citation)</b>	Maryland Annotated Code, General Provisions Article, Section 4-311
<b>Formats (paper, electronic, etc.)</b>	Hardcopy: Paper, file folders Digital: Microsoft Excel
<b>Volume (file drawers, gigabytes, etc.)</b>	1 file drawer, 100 KB
<b>Annual Accumulation (file drawers, gigabytes, etc.)</b>	1 - 5 sheets of paper 10 - 15 KB
<b>Current Location</b>	MDTA Police Internal Affairs Office MDTA Computer Network - Secured Police Shared Drive (only personnel within Internal Affairs Unit have access)
<b>Audit Requirements</b>	None
<b>Date Span</b>	1975 - Current
<b>Completeness/Gaps</b>	Complete

<b>Schedule Item Number</b>	157
<b>Retention</b>	Retain hardcopy and digital version for 50 years, then screen annually and destroy when no longer needed for business purposes.
<b>Justification for Permanent Retention</b>	None

<b>DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION RECORDS INVENTORY AND RETENTION SCHEDULE</b>	<b>Schedule No. 2923A</b>  (To be completed by DGS/Records Management Division)
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<b>Records Series Title:</b> <b>MDTA Police Internal Affairs (IA) Unit - Former Member IA File (Retired, Resigned, Terminated, Deceased)</b>	<b>Page 12 of 60</b>
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<b>Record Series Content</b>	This series contains complaints and disciplinary actions for former sworn employees of MDTA Police.
<b>Record Series Function</b>	Files document complaints against former sworn employees and any disciplinary action incurred.
<b>Organization/Arrangement</b>	Chronological by year, then alphabetical
<b>Indexing System</b>	None
<b>Restrictions (Law or Regulation Citation)</b>	Maryland Annotated Code, General Provisions Article, Section 4-311
<b>Formats (paper, electronic, etc.)</b>	Hardcopy: Paper, file folders Digital: Microsoft Word, PDF, video in VLC media file format (.vob); JPEG
<b>Volume (file drawers, gigabytes, etc.)</b>	6 5-drawer file cabinets 534 GB in Blue Team/IA Pro software
<b>Annual Accumulation (file drawers, gigabytes, etc.)</b>	½ file drawer Approximately 1 GB
<b>Current Location</b>	881 Oceanic Drive, Annapolis, MD 21409 Secured Police Software (Blue Team/IA Pro)
<b>Audit Requirements</b>	None
<b>Date Span</b>	1975 - Current
<b>Completeness/Gaps</b>	Complete

<b>Schedule Item Number</b>	158
<b>Retention</b>	Retain for 20 years following employee separation, then screen annually and destroy when no longer needed for business purposes.
<b>Justification for Permanent Retention</b>	None

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

**Schedule No. 2923A**

(To be completed by DGS/Records Management Division)

**Records Series Title:**  
MDTA Police Internal Affairs (IA) Unit - Sworn Police  
Employee Applicant Investigation Files

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<b>Record Series Content</b>	This series contains application background packets for sworn police personnel.
<b>Record Series Function</b>	These materials are used to assess candidates during the application process.
<b>Organization/Arrangement</b>	Chronological by year, then alphabetical
<b>Indexing System</b>	None
<b>Restrictions (Law or Regulation Citation)</b>	Maryland Annotated Code, General Provisions Article, Section 4-311
<b>Formats (paper, electronic, etc.)</b>	Hardcopy: Paper, file folders
<b>Volume (file drawers, gigabytes, etc.)</b>	4 5-drawer file cabinets
<b>Annual Accumulation (file drawers, gigabytes, etc.)</b>	½ file drawer
<b>Current Location</b>	881 Oceanic Drive, Annapolis, MD 21409
<b>Audit Requirements</b>	None
<b>Date Span</b>	1975 - Current
<b>Completeness/Gaps</b>	Complete

<b>Schedule Item Number</b>	159
<b>Retention</b>	(A) Retain background packet for hired applicants 10 years after employee separation, then destroy. (B) Retain background packets for non-hired applicants for 5 years, then destroy.
<b>Justification for Permanent Retention</b>	None

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

**Schedule No. 2923A**

(To be completed by DGS/Records Management Division)

**Records Series Title:**  
MDTA Police Internal Affairs (IA) Unit - Use of Force  
- Form 45 and Pursuit Data - Form 25 Files

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<b>Record Series Content</b>	This series contains Use of Force Reports and Pursuit Reports, with associated documents, including audio/video recordings. Each report packet is reviewed by the Use of Force or Pursuit Review committees.
<b>Record Series Function</b>	Created to record any use of force utilized by sworn personnel and any pursuits initiated for review by the Use of Force or Pursuit Review committee for possible disciplinary action.
<b>Organization/Arrangement</b>	Chronological, then alphabetical
<b>Indexing System</b>	None
<b>Restrictions (Law or Regulation Citation)</b>	None
<b>Formats (paper, electronic, etc.)</b>	Hardcopy: Paper, file folders Electronic: Microsoft Word, PDF, video in VLC media file format (.vob), JPEG
<b>Volume (file drawers, gigabytes, etc.)</b>	Use of Force Reports: ½ file drawer, 12.8 MB Pursuit Reports: ½ file drawer, 4.14 GB
<b>Annual Accumulation (file drawers, gigabytes, etc.)</b>	Use of Force Reports: approximately 8 reports, 1 file folder, 3 - 4 MB Pursuit Reports: approximately 48 reports, 1 file folder, 1 GB
<b>Current Location</b>	881 Oceanic Drive, Annapolis, MD 21409 Secured Police Software (Blue Team/IA Pro)
<b>Audit Requirements</b>	None
<b>Date Span</b>	2000 - Current
<b>Completeness/Gaps</b>	Complete

<b>Schedule Item Number</b>	160
<b>Retention</b>	Retain for 3 years after separation of employment, then destroy.
<b>Justification for Permanent Retention</b>	None

**DEPARTMENT OF GENERAL SERVICES  
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**Schedule No. 2923A**

(To be completed by DGS/Records Management Division)

**Records Series Title:**  
MDTA Police Central Records - Uniform Crime Reporting

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<b>Record Series Content</b>	This series contains worksheets of crime statistics on monthly basis. Uniform Crime Reports (UCR) are official data on crime in the United States, published by the Federal Bureau of Investigation (FBI).
<b>Record Series Function</b>	Files are maintained as a reference only.
<b>Organization/Arrangement</b>	Chronological
<b>Indexing System</b>	None
<b>Restrictions (Law or Regulation Citation)</b>	None
<b>Formats (paper, electronic, etc.)</b>	Digital: Excel
<b>Volume (file drawers, gigabytes, etc.)</b>	32 MB
<b>Annual Accumulation (file drawers, gigabytes, etc.)</b>	8 - 10 MB
<b>Current Location</b>	MDTA Computer Network - Secured Police Shared Drive
<b>Audit Requirements</b>	None
<b>Date Span</b>	2015 - Current
<b>Completeness/Gaps</b>	Complete

<b>Schedule Item Number</b>	161
<b>Retention</b>	Record copy maintained by Maryland State Police. Retain local copy for 2 years, then destroy.
<b>Justification for Permanent Retention</b>	None



**DEPARTMENT OF GENERAL SERVICES  
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RECORDS INVENTORY AND RETENTION SCHEDULE**

**Schedule No. 2923A**

(To be completed by DGS/Records Management Division)

**Records Series Title:**  
MDTA Police Central Records - Subpoenas

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<b>Record Series Content</b>	This series contains court-issued subpoenas and any related paperwork.
<b>Record Series Function</b>	These records are maintained for court purposes in case of future litigation.
<b>Organization/Arrangement</b>	Chronological, then alphabetical
<b>Indexing System</b>	None
<b>Restrictions (Law or Regulation Citation)</b>	Maryland Annotated Code, General Provisions Article, Sections 4-311 and 4-351
<b>Formats (paper, electronic, etc.)</b>	Digital: PDF
<b>Volume (file drawers, gigabytes, etc.)</b>	155 MB
<b>Annual Accumulation (file drawers, gigabytes, etc.)</b>	138 MB
<b>Current Location</b>	MDTA Computer Network - Secured Police Shared Drive
<b>Audit Requirements</b>	None
<b>Date Span</b>	2017 - Current
<b>Completeness/Gaps</b>	Complete

<b>Schedule Item Number</b>	162
<b>Retention</b>	Retain for 1 year after court date, then destroy.
<b>Justification for Permanent Retention</b>	None

**DEPARTMENT OF GENERAL SERVICES  
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RECORDS INVENTORY AND RETENTION SCHEDULE**

**Schedule No. 2923A**

(To be completed by DGS/Records Management Division)

**Records Series Title:**  
MDTA Police Central Records - Expunged Files

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<b>Record Series Content</b>	This series contains Court Orders of Expungement along with related police reports and any other associated paperwork.
<b>Record Series Function</b>	Contains record of traffic and/or criminal activity cases which have been expunged.
<b>Organization/Arrangement</b>	Chronological, then alphabetical
<b>Indexing System</b>	None
<b>Restrictions (Law or Regulation Citation)</b>	Maryland Annotated Code, Criminal Procedure Article, Sections 10-101 through 10-110
<b>Formats (paper, electronic, etc.)</b>	Digital: PDF
<b>Volume (file drawers, gigabytes, etc.)</b>	2.64 GB
<b>Annual Accumulation (file drawers, gigabytes, etc.)</b>	700 MB
<b>Current Location</b>	MDTA Computer Network - Secured Police Shared Drive
<b>Audit Requirements</b>	None
<b>Date Span</b>	2014 - Current
<b>Completeness/Gaps</b>	Complete

<b>Schedule Item Number</b>	163
<b>Retention</b>	Retain for 2 years, then destroy.
<b>Justification for Permanent Retention</b>	None

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

**Schedule No. 2923A**

(To be completed by DGS/Records Management Division)

**Records Series Title:**  
**MDTA Police Central Records - Deposits Listing and Slips**

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<b>Record Series Content</b>	This series contains deposit slips, deposit report, and any other associated paperwork.
<b>Record Series Function</b>	Series maintained to record any monies received by customers requesting certain documents from police personnel.
<b>Organization/Arrangement</b>	Chronological
<b>Indexing System</b>	None
<b>Restrictions (Law or Regulation Citation)</b>	None
<b>Formats (paper, electronic, etc.)</b>	Hardcopy: Paper, file folders
<b>Volume (file drawers, gigabytes, etc.)</b>	1 file folder
<b>Annual Accumulation (file drawers, gigabytes, etc.)</b>	12 pieces of paper
<b>Current Location</b>	4330 Broening Highway, Baltimore, MD 21222
<b>Audit Requirements</b>	Subject to internal audits and legislative audits
<b>Date Span</b>	2015 - Current
<b>Completeness/Gaps</b>	Complete

<b>Schedule Item Number</b>	164
<b>Retention</b>	Record copy is maintained by MDTA Finance Division (Schedule 2923, Item 72). Local copy is retained by MDTA Police Central Records for 90 days and then destroyed.
<b>Justification for Permanent Retention</b>	None

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

**Schedule No. 2923A**

(To be completed by DGS/Records Management Division)

<b>Records Series Title:</b> MDTA Police Central Records - Reconstruction Reports	<b>Page 19 of 60</b>
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<b>Record Series Content</b>	This series contains all reports and related documents concerning fatalities and serious injury collisions recorded in Delta Plus. Delta Plus is a Maryland State Police database capturing traffic-related data, such as accidents and citations.
<b>Record Series Function</b>	Detailed record of all reports and related documents concerning serious injury/fatal collisions that have been recorded in Delta Plus.
<b>Organization/Arrangement</b>	Chronological by year
<b>Indexing System</b>	None
<b>Restrictions (Law or Regulation Citation)</b>	Maryland Annotated Code, General Provisions Article, Section 4-351
<b>Formats (paper, electronic, etc.)</b>	Hardcopy: Paper, file folders
<b>Volume (file drawers, gigabytes, etc.)</b>	3 - 4 legal size file drawers
<b>Annual Accumulation (file drawers, gigabytes, etc.)</b>	1 legal size file drawer
<b>Current Location</b>	4330 Broening Highway, Baltimore, MD 21222
<b>Audit Requirements</b>	None
<b>Date Span</b>	2013 - Current
<b>Completeness/Gaps</b>	Complete

<b>Schedule Item Number</b>	165
<b>Retention</b>	Retain for 5 years, then destroy.
<b>Justification for Permanent Retention</b>	None

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

**Schedule No. 2923A**

(To be completed by DGS/Records Management Division)

<b>Records Series Title:</b> MDTA Police Central Records - Digital In-Car Video	<b>Page 20 of 60</b>
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<b>Record Series Content</b>	This series contains hard drives and DVDs which feature video of serious incidents including criminal arrests, serious or fatal traffic crashes, or DUI arrests.
<b>Record Series Function</b>	All serious traffic and criminal activity are downloaded from video hard drives onto DVDs and maintained for court purposes in case of future litigation.
<b>Organization/Arrangement</b>	Videos from hard drives are maintained by detachment in chronological order by date DVDs maintained by Central Records Unit chronologically in report number order
<b>Indexing System</b>	None
<b>Restrictions (Law or Regulation Citation)</b>	Maryland Annotated Code, General Provisions Article, Section 4-351
<b>Formats (paper, electronic, etc.)</b>	Digital: Video in VLC media file format (.vob), DVD
<b>Volume (file drawers, gigabytes, etc.)</b>	4 boxes at MDTA Central Records Unit ½ box - 6 boxes at each MDTA Police detachment
<b>Annual Accumulation (file drawers, gigabytes, etc.)</b>	1 box at MDTA Central Records Unit ½ box - 2 boxes at each MDTA Police detachment
<b>Current Location</b>	Located at each of MDTA Police's 9 detachments and MDTA Police Central Records Unit
<b>Audit Requirements</b>	None
<b>Date Span</b>	2015 - Current
<b>Completeness/Gaps</b>	Complete

<b>Schedule Item Number</b>	166
<b>Retention</b>	(A) Retain detachment copy on hard drive for 30 days, then download to DVD. Magnetically erase and reuse hard drive version. (B) Retain detachment copy on DVD for 3 years, then destroy. (C) Retain MDTA Police Central Records Unit copy for 3 years, then destroy.
<b>Justification for Permanent Retention</b>	None

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

**Schedule No. 2923A**

(To be completed by DGS/Records Management Division)

**Records Series Title:**  
**MDTA Police Communications Division - METERS**  
Message Print Outs

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<b>Record Series Content</b>	This series contains printed messages from Maryland Electronic Telecommunication Enforcement Resource System (METERS) terminal. These include information regarding criminal histories, wanted checks, and other messages received from Maryland State Police.
<b>Record Series Function</b>	Record is maintained as a reference to refer back if needed.
<b>Organization/Arrangement</b>	Chronological
<b>Indexing System</b>	None
<b>Restrictions (Law or Regulation Citation)</b>	FBI Criminal Justice Information System (CJIS) Security Policy
<b>Formats (paper, electronic, etc.)</b>	Hardcopy: Paper, file folders
<b>Volume (file drawers, gigabytes, etc.)</b>	2 5-drawer file cabinets
<b>Annual Accumulation (file drawers, gigabytes, etc.)</b>	1 5-drawer file cabinet
<b>Current Location</b>	2330 Broening Highway, Baltimore, MD 21224 881 Oceanic Drive, Annapolis, MD 21409 BWI Airport, 7050 Friendship Road, Baltimore, MD 21240
<b>Audit Requirements</b>	None
<b>Date Span</b>	2018 - Current
<b>Completeness/Gaps</b>	Complete

<b>Schedule Item Number</b>	167
<b>Retention</b>	Retain until end of the month plus 90 days, then destroy.
<b>Justification for Permanent Retention</b>	None

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

**Schedule No. 2923A**

(To be completed by DGS/Records Management Division)

**Records Series Title:**  
MDTA Police Communications Division - Open Warrants

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<b>Record Series Content</b>	This series contains open warrants and related documents authorizing personnel to take into custody individuals named thereon.
<b>Record Series Function</b>	A file of open warrants must be maintained to assist police personnel in serving those warrants.
<b>Organization/Arrangement</b>	Filed in chronological order by date
<b>Indexing System</b>	None
<b>Restrictions (Law or Regulation Citation)</b>	Maryland Annotated Code, General Provisions Article, Section 4-351
<b>Formats (paper, electronic, etc.)</b>	Hardcopy: Paper, file folders
<b>Volume (file drawers, gigabytes, etc.)</b>	4 5-drawer file cabinets
<b>Annual Accumulation (file drawers, gigabytes, etc.)</b>	2 5-drawer file cabinets
<b>Current Location</b>	2330 Broening Highway, Baltimore, MD 21224 881 Oceanic Drive, Annapolis, MD 21409 BWI Airport, 7050 Friendship Road, Baltimore, MD 21240
<b>Audit Requirements</b>	Maryland State Police, FBI CJIS
<b>Date Span</b>	2017 - Current
<b>Completeness/Gaps</b>	Complete

<b>Schedule Item Number</b>	168
<b>Retention</b>	Retain until cleared or closed, then transfer to Closed Warrants (Item 23) and follow the retention period for that series.
<b>Justification for Permanent Retention</b>	None

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

**Schedule No. 2923A**

(To be completed by DGS/Records Management Division)

**Records Series Title:**  
MDTA Police Communications Division - Closed  
Warrants

**Page 23 of 60**

<b>Record Series Content</b>	This series contains all warrants served or returned. These are considered to be closed.
<b>Record Series Function</b>	Record is maintained as a reference for court purposes for future litigation.
<b>Organization/Arrangement</b>	Filed in chronological order by date
<b>Indexing System</b>	None
<b>Restrictions (Law or Regulation Citation)</b>	Maryland Annotated Code, General Provisions Article, Section 4-351
<b>Formats (paper, electronic, etc.)</b>	Hardcopy: Paper, file folders
<b>Volume (file drawers, gigabytes, etc.)</b>	2 5-drawer file cabinets
<b>Annual Accumulation (file drawers, gigabytes, etc.)</b>	1 5-drawer file cabinet
<b>Current Location</b>	2330 Broening Highway, Baltimore, MD 21224 881 Oceanic Drive, Annapolis, MD 21409 BWI Airport, 7050 Friendship Road, Baltimore, MD 21240
<b>Audit Requirements</b>	None
<b>Date Span</b>	2017 - Current
<b>Completeness/Gaps</b>	Complete

<b>Schedule Item Number</b>	169
<b>Retention</b>	Retain for 1 year, then destroy.
<b>Justification for Permanent Retention</b>	None



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

**Schedule No. 2923A**

(To be completed by DGS/Records Management Division)

**Records Series Title:**  
**MDTA Police Quartermaster Unit - Purchase Orders,  
Vendor Records, Invoices for Payment**

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<b>Record Series Content</b>	This series contains records of small procurement items and their designator requests. Files also contain references for vendor certifications, records of bills processed for payment, records of invoices directly from vendor and forwarded for payment.
<b>Record Series Function</b>	These files contain documents needed for billing purposes.
<b>Organization/Arrangement</b>	Chronological, then alphabetical
<b>Indexing System</b>	None
<b>Restrictions (Law or Regulation Citation)</b>	None
<b>Formats (paper, electronic, etc.)</b>	Hardcopy: Paper, file folders
<b>Volume (file drawers, gigabytes, etc.)</b>	7 5-drawer file cabinets
<b>Annual Accumulation (file drawers, gigabytes, etc.)</b>	1 - 1 ½ 5-drawer file cabinets
<b>Current Location</b>	1700 Frankfurst Avenue, Baltimore, MD 21226
<b>Audit Requirements</b>	None
<b>Date Span</b>	2013 - Current
<b>Completeness/Gaps</b>	Complete

<b>Schedule Item Number</b>	170
<b>Retention</b>	Retain for 4 years, then destroy.
<b>Justification for Permanent Retention</b>	None

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

**Schedule No. 2923A**

(To be completed by DGS/Records Management Division)

**Records Series Title:**  
**MDTA Police Quartermaster Unit - Clothing and  
Equipment Record - Form 105**

**Page 25 of 60**

<b>Record Series Content</b>	This series contains the original record of equipment issued to each uniformed officer, including tactical equipment.
<b>Record Series Function</b>	These files track any equipment issued to uniformed officers.
<b>Organization/Arrangement</b>	Filed in chronological order by date
<b>Indexing System</b>	None
<b>Restrictions (Law or Regulation Citation)</b>	None
<b>Formats (paper, electronic, etc.)</b>	Hardcopy: Paper, file folders
<b>Volume (file drawers, gigabytes, etc.)</b>	1 5-drawer file cabinet
<b>Annual Accumulation (file drawers, gigabytes, etc.)</b>	1 file drawer
<b>Current Location</b>	1700 Frankurst Avenue, Baltimore, MD 21226
<b>Audit Requirements</b>	None
<b>Date Span</b>	1995 - Current
<b>Completeness/Gaps</b>	Complete

<b>Schedule Item Number</b>	171
<b>Retention</b>	Retain until employee separation, then transfer to Item 29 (Official Personnel/Medical File // Auxiliary Uniform Personnel/Medical File //Civilian Personnel/Medical File Records) and retain according to that series' retention requirements.
<b>Justification for Permanent Retention</b>	None

<b>DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION RECORDS INVENTORY AND RETENTION SCHEDULE</b>	<b>Schedule No. 2923A</b>  (To be completed by DGS/Records Management Division)
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<b>Records Series Title:</b> <b>MDTA Police Quartermaster Unit - Withdraw from Stock - Request for Material - Form 162B</b>	<b>Page 26 of 60</b>
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<b>Record Series Content</b>	This series contains filled requests for non-capital supplies and materials from stock.
<b>Record Series Function</b>	This file tracks supplies, and materials issued to police personnel.
<b>Organization/Arrangement</b>	Chronological
<b>Indexing System</b>	None
<b>Restrictions (Law or Regulation Citation)</b>	None
<b>Formats (paper, electronic, etc.)</b>	Hardcopy: Paper, file folders
<b>Volume (file drawers, gigabytes, etc.)</b>	1 5-drawer file cabinet
<b>Annual Accumulation (file drawers, gigabytes, etc.)</b>	1 file drawer
<b>Current Location</b>	1700 Frankfurst Avenue, Baltimore, MD 21226
<b>Audit Requirements</b>	None
<b>Date Span</b>	2013 - Current
<b>Completeness/Gaps</b>	Complete

<b>Schedule Item Number</b>	172
<b>Retention</b>	Retain for 4 years, then destroy.
<b>Justification for Permanent Retention</b>	None

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

**Schedule No. 2923A**

(To be completed by DGS/Records Management Division)

**Records Series Title:**  
MDTA Police Quartermaster Unit - Ordnance  
Equipment Inventory - Form 19

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<b>Record Series Content</b>	This series contains original records relating to handcuffs, service revolvers and related equipment.
<b>Record Series Function</b>	This file tracks items issued to uniformed officers, such as handcuffs, service revolvers and related equipment for inventory control.
<b>Organization/Arrangement</b>	Chronological by date, then alphabetical
<b>Indexing System</b>	None
<b>Restrictions (Law or Regulation Citation)</b>	None
<b>Formats (paper, electronic, etc.)</b>	Hardcopy: Paper Digital: Excel
<b>Volume (file drawers, gigabytes, etc.)</b>	5 5-drawer file cabinets 8.83 MB
<b>Annual Accumulation (file drawers, gigabytes, etc.)</b>	1 - 1 ¼ file drawers 2 MB
<b>Current Location</b>	1700 Frankfurst Avenue, Baltimore, MD 21226 MDTA Computer Network - Secured Police Shared Drive
<b>Audit Requirements</b>	None
<b>Date Span</b>	1990 - Current
<b>Completeness/Gaps</b>	Complete

<b>Schedule Item Number</b>	173
<b>Retention</b>	Scan to Maryland State Archives standards. Retain both hardcopy and digital version for length of employee's employment, plus an additional 2 years, then destroy.
<b>Justification for Permanent Retention</b>	None

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

**Schedule No. 2923A**

(To be completed by DGS/Records Management Division)

**Records Series Title:**  
**MDTA Police Quartermaster Unit - Capital Equipment  
Inventory and Improvements**

**Page 28 of 60**

<b>Record Series Content</b>	This series contains records relating to inventory of furniture, typewriters, files and related equipment and copies of warranties, requests for repairs or salvage, improvement receipts, etc.
<b>Record Series Function</b>	This file tracks inventory of furniture, typewriters, files and related equipment and copies of warranties, requests for repairs or salvage, improvement receipts, etc.
<b>Organization/Arrangement</b>	Chronological
<b>Indexing System</b>	None
<b>Restrictions (Law or Regulation Citation)</b>	None
<b>Formats (paper, electronic, etc.)</b>	Hardcopy: Paper, file folders
<b>Volume (file drawers, gigabytes, etc.)</b>	2 5-drawer file cabinets
<b>Annual Accumulation (file drawers, gigabytes, etc.)</b>	1-2 file drawers
<b>Current Location</b>	1700 Frankfurst Avenue, Baltimore, MD 21226 2310 Broening Highway, Baltimore, MD 21224
<b>Audit Requirements</b>	None
<b>Date Span</b>	1995 - Current
<b>Completeness/Gaps</b>	Complete

<b>Schedule Item Number</b>	174
<b>Retention</b>	Record copy is forwarded to Maryland Transportation Authority (MDTA) Asset Control and Damage Recovery. Local copy is maintained by MDTA Police Quartermaster Unit until equipment (inventory) is transferred or condemned, whichever is sooner, then destroyed.
<b>Justification for Permanent Retention</b>	None

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

**Schedule No. 2923A**

(To be completed by DGS/Records Management Division)

<b>Records Series Title:</b> <b>MDTA Police Human Resources - Official Personnel/Medical File // Auxiliary Uniform Personnel/Medical File // Civilian Personnel/Medical File</b>	<b>Page 29 of 60</b>
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<b>Record Series Content</b>	This series contains individual folders maintained for each MDTA Police employee. Contains personnel, payroll, leave requests, Family Medical Leave Act (FMLA) paperwork, First Report of Injury, Workability documents, medical slips, forms and other related correspondence.
<b>Record Series Function</b>	These files document personnel health, employment and financial information.
<b>Organization/Arrangement</b>	Alphabetical manila folders for Employee Personnel Files Alphabetical then chronological red folders for Employee Medical Files Alphabetical folders maintained by detachments for Auxiliary Files
<b>Indexing System</b>	None
<b>Restrictions (Law or Regulation Citation)</b>	HIPAA (Health Insurance Portability and Accountability Act) Maryland Annotated Code, General Provisions Article, Section 4-311
<b>Formats (paper, electronic, etc.)</b>	Hardcopy: Paper Digital: PDF
<b>Volume (file drawers, gigabytes, etc.)</b>	8 shelves with 32 rows in secured password-protected revolving double file cabinet 6 5-drawer file cabinets 1 4-drawer lateral file cabinet 0 MB (scanning of documents will occur in the future)
<b>Annual Accumulation (file drawers, gigabytes, etc.)</b>	Varies based on number of newly hired/terminated/resigned employees on MDTA Police roster 0 MB (scanning of document will occur in the future)
<b>Current Location</b>	4330 Broening Highway, Baltimore, MD 21222 Located at each of MDTA Police's 9 facilities
<b>Audit Requirements</b>	None
<b>Date Span</b>	1973 - Current
<b>Completeness/Gaps</b>	Complete

<b>Schedule Item Number</b>	175
<b>Retention</b>	(A) Retain Auxiliary Uniform personnel/medical file at detachment until termination of employment, then forward to MDTA Police Human Resources, then scan to Maryland State Archives standards and destroy hardcopy. (B) Retain record copy of all other files at MDTA Police Human Resources for 4 years after termination of employment, then scan to Maryland State Archives standards and destroy hardcopy. (C) Retain scans for 7 years, then destroy.
<b>Justification for Permanent Retention</b>	None

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

**Schedule No. 2923A**

(To be completed by DGS/Records Management Division)

**Records Series Title:**  
MDTA Police Quartermaster Unit - Weapons  
Qualifications

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<b>Record Series Content</b>	This series contains a record of training and qualifications with MDTA Police firearms.
<b>Record Series Function</b>	Records of scores from weapons qualifications to ensure compliance with Maryland Police and Correctional Training Commission's rules and regulations
<b>Organization/Arrangement</b>	Filed in chronological order, then alphabetically
<b>Indexing System</b>	None
<b>Restrictions (Law or Regulation Citation)</b>	Maryland Annotated Code, General Provisions Article, Section 4-311
<b>Formats (paper, electronic, etc.)</b>	Hardcopy: Paper Digital: Skills Manager software
<b>Volume (file drawers, gigabytes, etc.)</b>	Paper records filed within the 2 sets of password-protected double file cabinets identified in Training File (Item 33) Approximately 2 MB
<b>Annual Accumulation (file drawers, gigabytes, etc.)</b>	Varies based on number of sworn officers employed Approximately 500 - 600 sheets of paper 1 MB
<b>Current Location</b>	4330 Broening Highway, Baltimore, MD 21222 MDTA Computer Network - Secured Police Shared Drive
<b>Audit Requirements</b>	None
<b>Date Span</b>	1994 - Current
<b>Completeness/Gaps</b>	Complete

<b>Schedule Item Number</b>	176
<b>Retention</b>	Retain for 10 years after termination of employment, then destroy.
<b>Justification for Permanent Retention</b>	None



<b>DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION RECORDS INVENTORY AND RETENTION SCHEDULE</b>	<b>Schedule No. 2923A</b>  (To be completed by DGS/Records Management Division)
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<b>Records Series Title:</b> MDTA Police Training Unit - Training Schedules (In-Service)	<b>Page 32 of 60</b>
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<b>Record Series Content</b>	This series contains a record of dates, subject matter, and instructors of In-Service courses given. The Maryland Police and Correctional Training Commission requires an annually mandated set hours of (In-Service) training for sworn officers' recertification.
<b>Record Series Function</b>	Tracks annual In-Service courses given to each MDTA Police uniformed officer.
<b>Organization/Arrangement</b>	Chronological
<b>Indexing System</b>	None
<b>Restrictions (Law or Regulation Citation)</b>	None
<b>Formats (paper, electronic, etc.)</b>	Hardcopy: Paper Digital: Microsoft Excel, Skills Manager software
<b>Volume (file drawers, gigabytes, etc.)</b>	Paper records filed within the 2 sets of password-protected double file cabinets identified in Training File (Item 33) Approximately 150 KB
<b>Annual Accumulation (file drawers, gigabytes, etc.)</b>	Varies based on number of sworn officers employed Approximately 10 - 50 sheets of paper Approximately 90 KB
<b>Current Location</b>	4330 Broening Highway, Baltimore, MD 21222 MDTA Computer Network - Secured Police Shared Drive
<b>Audit Requirements</b>	None
<b>Date Span</b>	2013 - Current
<b>Completeness/Gaps</b>	Complete

<b>Schedule Item Number</b>	177
<b>Retention</b>	Retain for 4 years after completion of course, then destroy.
<b>Justification for Permanent Retention</b>	None

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

**Schedule No. 2923A**

(To be completed by DGS/Records Management Division)

**Records Series Title:**  
MDTA Police Training Unit - Lesson Plans

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<b>Record Series Content</b>	This series contains instructional material (lesson plans) given in scheduled training classes.
<b>Record Series Function</b>	Stored lesson plans ensure consistency in ongoing Academy classes.
<b>Organization/Arrangement</b>	Chronological, then alphabetical
<b>Indexing System</b>	None
<b>Restrictions (Law or Regulation Citation)</b>	None
<b>Formats (paper, electronic, etc.)</b>	Digital: Microsoft Word
<b>Volume (file drawers, gigabytes, etc.)</b>	40 - 50 GB
<b>Annual Accumulation (file drawers, gigabytes, etc.)</b>	8 GB
<b>Current Location</b>	4330 Broening Highway, Baltimore, MD 21222 MDTA Computer Network - Secured Police Shared Drive
<b>Audit Requirements</b>	Maryland Police & Correctional Training Commission
<b>Date Span</b>	2012 - Current
<b>Completeness/Gaps</b>	Complete

<b>Schedule Item Number</b>	178
<b>Retention</b>	Retain until 5 years after record is either amended, revised or audited, then destroy.
<b>Justification for Permanent Retention</b>	None

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

**Schedule No. 2923A**

(To be completed by DGS/Records Management Division)

**Records Series Title:**  
**MDTA Police Training Unit - Sworn Officer Training**  
File

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<b>Record Series Content</b>	This series contains a record of all MDTA Police Officer's progress, tests, and other related material and field training file as completed.
<b>Record Series Function</b>	The series documents an MDTA Police Officer's progress and tests completed during Academy training.
<b>Organization/Arrangement</b>	Filed in chronological order by year, then alphabetically.
<b>Indexing System</b>	None
<b>Restrictions (Law or Regulation Citation)</b>	Maryland Annotated Code, General Provisions Article, Section 4-311
<b>Formats (paper, electronic, etc.)</b>	Hardcopy: Paper, file folders Digital: Skills Manager software
<b>Volume (file drawers, gigabytes, etc.)</b>	2 sets of password-protected double file cabinets that are 8 shelves high with 32 trays (rows) 1 MB
<b>Annual Accumulation (file drawers, gigabytes, etc.)</b>	Varies based on number of new hires Approximate 30 - 40 personnel for a total of approximately 50 pieces of paper Approximately 10 - 20 KB
<b>Current Location</b>	4330 Broening Highway, Baltimore, MD 21222 MDTA Computer Network - Secured Police Shared Drive
<b>Audit Requirements</b>	None
<b>Date Span</b>	1994 - Current
<b>Completeness/Gaps</b>	Complete

<b>Schedule Item Number</b>	179
<b>Retention</b>	Retain for 10 years after termination of employment, then destroy.
<b>Justification for Permanent Retention</b>	None

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

**Schedule No. 2923A**

(To be completed by DGS/Records Management Division)

**Records Series Title:**  
MDTA Police Training Unit - Uniform Officers  
Training File from Another Department

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<b>Record Series Content</b>	Contains record of Uniform Officers from other departments (e.g. Maryland Transit Administration Police, Greenbelt Police Department, etc.) attending MDTA Police Academy. Records are kept under lock and key.
<b>Record Series Function</b>	These records facilitate inter-departmental training.
<b>Organization/Arrangement</b>	Filed in chronological order, then alphabetically
<b>Indexing System</b>	None
<b>Restrictions (Law or Regulation Citation)</b>	Maryland Annotated Code, General Provisions Article, Section 4-311
<b>Formats (paper, electronic, etc.)</b>	Hardcopy: Paper
<b>Volume (file drawers, gigabytes, etc.)</b>	1 file box
<b>Annual Accumulation (file drawers, gigabytes, etc.)</b>	Varies on number of recruits from outside police agencies that attend MDTA Police Academy Approximately 1/3 file box
<b>Current Location</b>	4330 Broening Highway, Baltimore, MD 21222
<b>Audit Requirements</b>	None
<b>Date Span</b>	2015 - Current
<b>Completeness/Gaps</b>	Complete

<b>Schedule Item Number</b>	180
<b>Retention</b>	Retain for 6 months after individual graduates, then forward to the individual's police department.
<b>Justification for Permanent Retention</b>	None

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

**Schedule No. 2923A**

(To be completed by DGS/Records Management Division)

**Records Series Title:**  
MDTA Police Training Unit - Cost Training

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<b>Record Series Content</b>	This series contains paperwork for training with associated costs, including the training and travel packets, requests for travel, endorsements, specialized training requests, etc.
<b>Record Series Function</b>	These records track training expenses.
<b>Organization/Arrangement</b>	Chronological
<b>Indexing System</b>	None
<b>Restrictions (Law or Regulation Citation)</b>	None
<b>Formats (paper, electronic, etc.)</b>	Hardcopy: Paper Digital: PDF
<b>Volume (file drawers, gigabytes, etc.)</b>	5 - 7 file boxes Approximately 3 GB
<b>Annual Accumulation (file drawers, gigabytes, etc.)</b>	½ file box Approximately 1 GB
<b>Current Location</b>	4330 Broening Highway, Baltimore, MD 21222 MDTA Computer Network - Secured Police Shared Drive
<b>Audit Requirements</b>	None
<b>Date Span</b>	2010 - Current
<b>Completeness/Gaps</b>	Complete

<b>Schedule Item Number</b>	181
<b>Retention</b>	Scan to Maryland State Archives standards, then transfer record copy to MDTA Finance Division and destroy any remaining reference hardcopies. Retain scans for 1 year and then destroy.
<b>Justification for Permanent Retention</b>	None

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

**Schedule No. 2923A**

(To be completed by DGS/Records Management Division)

**Records Series Title:**  
MDTA Police Training Unit - No Cost Training

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<b>Record Series Content</b>	This series contains paperwork for training that has no associated costs.
<b>Record Series Function</b>	These records track free training opportunities.
<b>Organization/Arrangement</b>	Chronological
<b>Indexing System</b>	None
<b>Restrictions (Law or Regulation Citation)</b>	None
<b>Formats (paper, electronic, etc.)</b>	Hardcopy: Paper
<b>Volume (file drawers, gigabytes, etc.)</b>	5 - 7 file boxes
<b>Annual Accumulation (file drawers, gigabytes, etc.)</b>	½ file box
<b>Current Location</b>	4330 Broening Highway, Baltimore, MD 21222
<b>Audit Requirements</b>	None
<b>Date Span</b>	2010 - Current
<b>Completeness/Gaps</b>	Complete

<b>Schedule Item Number</b>	182
<b>Retention</b>	Retain for 7 years and then destroy.
<b>Justification for Permanent Retention</b>	None

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

**Schedule No. 2923A**

(To be completed by DGS/Records Management Division)

**Records Series Title:**  
**MDTA Police Training Unit - Denied Training Requests**

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<b>Record Series Content</b>	This series contains training request packets and all associated paperwork for denied training requests.
<b>Record Series Function</b>	These records track training opportunities which are denied for future reference.
<b>Organization/Arrangement</b>	Chronological
<b>Indexing System</b>	None
<b>Restrictions (Law or Regulation Citation)</b>	None
<b>Formats (paper, electronic, etc.)</b>	Hardcopy: Paper
<b>Volume (file drawers, gigabytes, etc.)</b>	2 file boxes
<b>Annual Accumulation (file drawers, gigabytes, etc.)</b>	½ file box
<b>Current Location</b>	4330 Broening Highway, Baltimore, MD 21222
<b>Audit Requirements</b>	None
<b>Date Span</b>	2015 - Current
<b>Completeness/Gaps</b>	Complete

<b>Schedule Item Number</b>	183
<b>Retention</b>	Retain 2 years and then destroy.
<b>Justification for Permanent Retention</b>	None

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

**Schedule No. 2923A**

(To be completed by DGS/Records Management Division)

<b>Records Series Title:</b> MDTA Police Patrol / Special Ops Bureau - Duty Schedules	<b>Page 39 of 60</b>
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<b>Record Series Content</b>	This series contains shift and daily schedules of on- and off-duty status of MDTA Police personnel.
<b>Record Series Function</b>	Contains shift and daily schedules of on and off duty status of department personnel to be used by each detachment on daily basis.
<b>Organization/Arrangement</b>	Chronological
<b>Indexing System</b>	None
<b>Restrictions (Law or Regulation Citation)</b>	None
<b>Formats (paper, electronic, etc.)</b>	Digital: Microsoft Excel
<b>Volume (file drawers, gigabytes, etc.)</b>	Varies by detachment Approximately 48 KB - 1.97 GB
<b>Annual Accumulation (file drawers, gigabytes, etc.)</b>	Varies by detachment Approximately 6 MB - 126 MB
<b>Current Location</b>	MDTA Computer Network - Secured Police Shared Drive
<b>Audit Requirements</b>	None
<b>Date Span</b>	2012 - Current
<b>Completeness/Gaps</b>	Complete

<b>Schedule Item Number</b>	184
<b>Retention</b>	Retain for 4 years and then destroy.
<b>Justification for Permanent Retention</b>	None



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

**Schedule No. 2923A**

(To be completed by DGS/Records Management Division)

**Records Series Title:**  
MDTA Police Patrol / Special Ops Bureau -  
Detachment Fleet File and Fleet Coordinator/QA  
Vehicle Inspection - Form 126

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<b>Record Series Content</b>	This series contains file folders documenting repairs, damage reports, requests to install non-issued equipment, and motor vehicle operation reports. The mileage and condition of each vehicle is recorded, including inventories of fire extinguishers, cameras, sirens, and emergency lights.
<b>Record Series Function</b>	These records track installed non-issued equipment and motor vehicle operations.
<b>Organization/Arrangement</b>	Chronological by month, then numerical by vehicle number
<b>Indexing System</b>	None
<b>Restrictions (Law or Regulation Citation)</b>	None
<b>Formats (paper, electronic, etc.)</b>	Digital: Microsoft Excel
<b>Volume (file drawers, gigabytes, etc.)</b>	Varies by detachment Approximately 680 KB - 194 MB
<b>Annual Accumulation (file drawers, gigabytes, etc.)</b>	Varies by detachment Approximately 32 KB - 41 MB
<b>Current Location</b>	MDTA Computer Network - Secured Police Shared Drive
<b>Audit Requirements</b>	None
<b>Date Span</b>	2014 - Current
<b>Completeness/Gaps</b>	Complete

<b>Schedule Item Number</b>	185
<b>Retention</b>	Retain for 4 years after associated vehicle is no longer owned or operated by MDTA and then destroy.
<b>Justification for Permanent Retention</b>	None

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

**Schedule No. 2923A**

(To be completed by DGS/Records Management Division)

**Records Series Title:**  
MDTA Police Patrol / Special Ops Bureau -  
Departmental Accident Report Packet

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<b>Record Series Content</b>	This series contains records of departmental vehicle accident investigations.
<b>Record Series Function</b>	These records track departmental vehicle accidents to determine disciplinary action, if appropriate.
<b>Organization/Arrangement</b>	Chronological, then alphabetical
<b>Indexing System</b>	None
<b>Restrictions (Law or Regulation Citation)</b>	Maryland Annotated Code, General Provisions Article, Sections 4-311 and 4-351
<b>Formats (paper, electronic, etc.)</b>	Digital: Microsoft Word, PDF, video, and images stored in Blue Team/IA Pro software
<b>Volume (file drawers, gigabytes, etc.)</b>	10 GB
<b>Annual Accumulation (file drawers, gigabytes, etc.)</b>	1 - 2 GB
<b>Current Location</b>	MDTA Computer Network - Secured Police Shared Drive (Blue Team/IA Pro software)
<b>Audit Requirements</b>	None
<b>Date Span</b>	1995 - Current
<b>Completeness/Gaps</b>	Complete

<b>Schedule Item Number</b>	186
<b>Retention</b>	Scan to Maryland State Archives standards and upload to Blue Team/IA Pro software, then transfer record copy to MDTA Fleet and destroy any remaining reference hardcopies, then: (A) If the relevant accident is determined to be non-preventable, scan is destroyed following non-preventable determination. (B) If the relevant accident is determined to be preventable, scan is retained for 10 years after termination of involved employee(s) employment and then destroyed.
<b>Justification for Permanent Retention</b>	None

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

**Schedule No. 2923A**

(To be completed by DGS/Records Management Division)

**Records Series Title:**  
MDTA Police Patrol / Special Ops Bureau -  
Personnel Inspection Report - Form 18

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<b>Record Series Content</b>	This series contains monthly personnel inspections performed on MDTA Police officers.
<b>Record Series Function</b>	These inspections inform performance evaluations.
<b>Organization/Arrangement</b>	Chronological, then alphabetical
<b>Indexing System</b>	None
<b>Restrictions (Law or Regulation Citation)</b>	None
<b>Formats (paper, electronic, etc.)</b>	Hardcopy: Paper, file folders
<b>Volume (file drawers, gigabytes, etc.)</b>	Varies by detachment Approximately 1 binder and 3 5-drawer file cabinets
<b>Annual Accumulation (file drawers, gigabytes, etc.)</b>	Varies by detachment Approximately 1 binder and 2 5-drawer file cabinets
<b>Current Location</b>	Located at each of MDTA Police's 9 facilities
<b>Audit Requirements</b>	None
<b>Date Span</b>	2013 - Current
<b>Completeness/Gaps</b>	Complete

<b>Schedule Item Number</b>	187
<b>Retention</b>	Retain in detachment for 1 year, then file with performance evaluation documentation for 4 additional years and then destroy.
<b>Justification for Permanent Retention</b>	None

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

**Schedule No. 2923A**

(To be completed by DGS/Records Management Division)

**Records Series Title:**  
MDTA Police Patrol / Special Ops Bureau - Security Awareness Report - Form 174 and Quarterly Maintenance/Security Report - Form 152

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<b>Record Series Content</b>	This series contains information regarding security issues found in offices/buildings. Form 152 pertains to MDTA-owned property and Form 174 pertains to non-MDTA-owned property.
<b>Record Series Function</b>	These records serve as reference documentation on security issues for potential future occurrences.
<b>Organization/Arrangement</b>	Chronological
<b>Indexing System</b>	None
<b>Restrictions (Law or Regulation Citation)</b>	None
<b>Formats (paper, electronic, etc.)</b>	Digital: PDF
<b>Volume (file drawers, gigabytes, etc.)</b>	Varies by detachment Approximately 34 KB - 19 MB
<b>Annual Accumulation (file drawers, gigabytes, etc.)</b>	Varies by detachment Approximately 100 KB - 5 MB
<b>Current Location</b>	MDTA Computer Network - Secured Police Shared Drive
<b>Audit Requirements</b>	None
<b>Date Span</b>	2007 - Current
<b>Completeness/Gaps</b>	Complete

<b>Schedule Item Number</b>	188
<b>Retention</b>	Retain for 4 years and then destroy.
<b>Justification for Permanent Retention</b>	None

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

**Schedule No: 2923A**

(To be completed by DGS/Records Management Division)

<b>Records Series Title:</b> MDTA Police Patrol / Special Ops Bureau - Speed Detection Equipment Calibration Record - Form 4	<b>Page 44 of 60</b>
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<b>Record Series Content</b>	This series contains records that verify the accuracy and frequency of the speed detection equipment units.
<b>Record Series Function</b>	These records serve as reference material in court.
<b>Organization/ Arrangement</b>	By unit, then chronological
<b>Indexing System</b>	None
<b>Restrictions (Law or Regulation Citation)</b>	None
<b>Formats (paper, electronic, etc.)</b>	Hardcopy: Paper, binders Digital: PDF
<b>Volume (file drawers, gigabytes, etc.)</b>	Varies by detachment Approximately 1 binder - 1 file cabinet Approximately 2 KB - 110 MB
<b>Annual Accumulation (file drawers, gigabytes, etc.)</b>	Varies by detachment Approximately ½ binder - ½ file cabinet Approximately 2 KB - 50 MB
<b>Current Location</b>	Located at each of MDTA Police's 9 facilities MDTA Computer Network - Secured Police Shared Drive
<b>Audit Requirements</b>	None
<b>Date Span</b>	2012 - Current
<b>Completeness/Gaps</b>	Complete

<b>Schedule Item Number</b>	189
<b>Retention</b>	Retain for 5 years and then destroy.
<b>Justification for Permanent Retention</b>	None

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

**Schedule No. 2923A**

(To be completed by DGS/Records Management Division)

**Records Series Title:**  
MDTA Police Patrol / Special Ops Bureau - Speed  
Detection Equipment Data Concerning Repairs,  
Bulletins and Correspondence

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<b>Record Series Content</b>	This series contains bulletins, correspondence, and records of repair work completed on speed detection equipment.
<b>Record Series Function</b>	These records track repairs completed on speed detection equipment.
<b>Organization/Arrangement</b>	Chronological
<b>Indexing System</b>	None
<b>Restrictions (Law or Regulation Citation)</b>	None
<b>Formats (paper, electronic, etc.)</b>	Digital: PDF
<b>Volume (file drawers, gigabytes, etc.)</b>	40 MB
<b>Annual Accumulation (file drawers, gigabytes, etc.)</b>	1 - 3 MB
<b>Current Location</b>	MDTA Computer Network - Secured Police Shared Drive
<b>Audit Requirements</b>	None
<b>Date Span</b>	2012 - Current
<b>Completeness/Gaps</b>	Complete

<b>Schedule Item Number</b>	190
<b>Retention</b>	Retain for 5 years and then destroy.
<b>Justification for Permanent Retention</b>	None

<b>DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION RECORDS INVENTORY AND RETENTION SCHEDULE</b>	<b>Schedule No. 2923A</b> <small>(To be completed by DGS/Records Management Division)</small>
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<b>Records Series Title:</b> MDTA Police Chemical Test Alcohol Unit (CTAU) - Alcohol Influence and P.B.T. Use – Monthly Summary – MSP 34A	<b>Page 46 of 60</b>
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<b>Record Series Content</b>	This series contains monthly summaries of individual tests run at each detachment on alcohol influence and preliminary breath test (P.B.T.) use.
<b>Record Series Function</b>	These records serve as reference material in court.
<b>Organization/Arrangement</b>	By unit, then chronological
<b>Indexing System</b>	None
<b>Restrictions (Law or Regulation Citation)</b>	None
<b>Formats (paper, electronic, etc.)</b>	Hardcopy: Paper, binders
<b>Volume (file drawers, gigabytes, etc.)</b>	2 2-inch binders
<b>Annual Accumulation (file drawers, gigabytes, etc.)</b>	Varies by number of DUI arrests Approximately 800 - 1,100 pieces of paper
<b>Current Location</b>	Located at each of MDTA Police's 9 facilities
<b>Audit Requirements</b>	None
<b>Date Span</b>	2013 - Current
<b>Completeness/Gaps</b>	Complete

<b>Schedule Item Number</b>	191
<b>Retention</b>	MDTA Police CTAU and Breath Test Supervisor retain record copy for 4 years and then destroy.
<b>Justification for Permanent Retention</b>	None

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

**Schedule No. 2923A**

(To be completed by DGS/Records Management Division)

**Records Series Title:**  
**MDTA Police Chemical Test Alcohol Unit (CTAU) -  
Breath Testing Instrument Report - MSP Form 37A**

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<b>Record Series Content</b>	This series contains reports such as Breath Testing Field Inspection Reports, Field Maintenance Inspection Report Intoximeter EC/IR11, and Chemical Test Equipment Repair Reports.
<b>Record Series Function</b>	These records serve as reference material for court.
<b>Organization/Arrangement</b>	By instrument, then chronological order
<b>Indexing System</b>	None
<b>Restrictions (Law or Regulation Citation)</b>	None
<b>Formats (paper, electronic, etc.)</b>	Hardcopy: Paper, binders
<b>Volume (file drawers, gigabytes, etc.)</b>	2 2-inch binders
<b>Annual Accumulation (file drawers, gigabytes, etc.)</b>	Varies upon number of DUI arrests Approximately 800 - 1,100 pieces of paper
<b>Current Location</b>	Located at each of MDTA Police's 9 facilities
<b>Audit Requirements</b>	None
<b>Date Span</b>	2013 - Current
<b>Completeness/Gaps</b>	Complete

<b>Schedule Item Number</b>	192
<b>Retention</b>	Record copy forwarded to Maryland State Police CTAU. Reference copy is retained by detachment and MDTA Police CTAU for 4 years and then destroyed.
<b>Justification for Permanent Retention</b>	None



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

**Schedule No. 2923A**

(To be completed by DGS/Records Management Division)

**Records Series Title:**  
**MDTA Police Chemical Test Alcohol Unit (CTAU) -**  
Instrument Certification File

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<b>Record Series Content</b>	This series contains certifications on breath testing instruments, including semi-annual certifications and re-certifications after repairs.
<b>Record Series Function</b>	These records serve as reference material in court.
<b>Organization/Arrangement</b>	Filed in chronological order by instrument then date order.
<b>Indexing System</b>	None
<b>Restrictions (Law or Regulation Citation)</b>	None
<b>Formats (paper, electronic, etc.)</b>	Hardcopy: Paper, binders
<b>Volume (file drawers, gigabytes, etc.)</b>	2 2-inch binders
<b>Annual Accumulation (file drawers, gigabytes, etc.)</b>	24 pages
<b>Current Location</b>	Located at each of MDTA Police's 9 facilities
<b>Audit Requirements</b>	None
<b>Date Span</b>	2004 - Current
<b>Completeness/Gaps</b>	Complete

<b>Schedule Item Number</b>	193
<b>Retention</b>	Retain for 2 years after instrument use is discontinued and then destroy.
<b>Justification for Permanent Retention</b>	None

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

**Schedule No. 2923A**

(To be completed by DGS/Records Management Division)

**Records Series Title:**  
**MDTA Police Chemical Test Alcohol Unit (CTAU) -**  
Certification Material

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<b>Record Series Content</b>	This series contains a copy of the Alcohol Reference Solution certification letters and a copy of the Ampoule Analyses Reports.
<b>Record Series Function</b>	These records serve as reference material in court.
<b>Organization/Arrangement</b>	Chronological
<b>Indexing System</b>	None
<b>Restrictions (Law or Regulation Citation)</b>	None
<b>Formats (paper, electronic, etc.)</b>	Hardcopy: Paper, binders
<b>Volume (file drawers, gigabytes, etc.)</b>	2 2-inch binders
<b>Annual Accumulation (file drawers, gigabytes, etc.)</b>	Varies based upon number of DUI arrests, Approximately 800 - 1,100 pieces of paper
<b>Current Location</b>	Located at each of MDTA Police's 9 facilities
<b>Audit Requirements</b>	None
<b>Date Span</b>	2004 - Current
<b>Completeness/Gaps</b>	Complete

<b>Schedule Item Number</b>	194
<b>Retention</b>	Retain until case is adjudicated and then destroy.
<b>Justification for Permanent Retention</b>	None

<b>DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION RECORDS INVENTORY AND RETENTION SCHEDULE</b>	<b>Schedule No. 2923A</b>  (To be completed by DGS/Records Management Division)
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<b>Records Series Title:</b> MDTA Police Chemical Test Alcohol Unit (CTAU) - Chemical Testing Data Repairs, Bulletins and Related Correspondence	<b>Page 50 of 60</b>
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<b>Record Series Content</b>	This series contains all correspondence and reports pertaining to chemical testing received by the MDTA Police CTAU.
<b>Record Series Function</b>	These records are made available for discovery by the court.
<b>Organization/Arrangement</b>	Chronological
<b>Indexing System</b>	None
<b>Restrictions (Law or Regulation Citation)</b>	None
<b>Formats (paper, electronic, etc.)</b>	Hardcopy: Paper, binders
<b>Volume (file drawers, gigabytes, etc.)</b>	2 2-inch binders
<b>Annual Accumulation (file drawers, gigabytes, etc.)</b>	Approximately 10 - 20 pieces of paper
<b>Current Location</b>	Located at each of MDTA Police's 9 facilities
<b>Audit Requirements</b>	None
<b>Date Span</b>	2017 - Current
<b>Completeness/Gaps</b>	Complete

<b>Schedule Item Number</b>	195
<b>Retention</b>	Retain for 1 year after disposal of associated equipment and then destroy.
<b>Justification for Permanent Retention</b>	None

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

**Schedule No. 2923A**

(To be completed by DGS/Records Management Division)

**Records Series Title:**  
**MDTA Police Chemical Test Alcohol Unit - Alcohol  
Testing Program Log**

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<b>Record Series Content</b>	This series contains logs of all alcohol influence and related drug arrests, results of chemical tests, and court disposition paperwork.
<b>Record Series Function</b>	These records serve as reference material in court.
<b>Organization/Arrangement</b>	Chronological
<b>Indexing System</b>	None
<b>Restrictions (Law or Regulation Citation)</b>	None
<b>Formats (paper, electronic, etc.)</b>	Digital: PDF
<b>Volume (file drawers, gigabytes, etc.)</b>	1 GB
<b>Annual Accumulation (file drawers, gigabytes, etc.)</b>	Varies upon number of DUI arrests Approximately 50 MB
<b>Current Location</b>	MDTA Computer Network - Secured Police Shared Drive
<b>Audit Requirements</b>	None
<b>Date Span</b>	2013 - Current
<b>Completeness/Gaps</b>	Complete

<b>Schedule Item Number</b>	196
<b>Retention</b>	Retain for 2 years and then destroy.
<b>Justification for Permanent Retention</b>	None

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

**Schedule No. 2923A**

(To be completed by DGS/Records Management Division)

**Records Series Title:**  
MDTA Police Chemical Test Alcohol Unit - Breath  
Test Operators Log - MSP 36A

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<b>Record Series Content</b>	Contains log of breath tests performed by each operator recorded on the Breath Test Operators Log.
<b>Record Series Function</b>	These records serve as reference material in court.
<b>Organization/Arrangement</b>	By operator, then chronological
<b>Indexing System</b>	None
<b>Restrictions (Law or Regulation Citation)</b>	None
<b>Formats (paper, electronic, etc.)</b>	Hardcopy: Paper
<b>Volume (file drawers, gigabytes, etc.)</b>	1 file drawer
<b>Annual Accumulation (file drawers, gigabytes, etc.)</b>	Varies based upon number of DUI arrests Approximately 50 pieces of paper
<b>Current Location</b>	Located at each of MDTA Police's 9 facilities
<b>Audit Requirements</b>	None
<b>Date Span</b>	1995 - Current
<b>Completeness/Gaps</b>	Complete

<b>Schedule Item Number</b>	197
<b>Retention</b>	Retained by Breath Test Supervisor for 2 years after operator license expires and then destroyed with the following exception: if operator is transferred, place in Auxiliary Uniform Personnel/Medical File (Item 29) and follow the retention period for that record series.
<b>Justification for Permanent Retention</b>	None

<b>DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION RECORDS INVENTORY AND RETENTION SCHEDULE</b>	<b>Schedule No. 2923A</b>  (To be completed by DGS/Records Management Division)
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<b>Records Series Title:</b> <b>MDTA Police Commercial Vehicle Safety Unit -</b> Maryland Motor Carrier Program Daily Activities Report "24-1"	<b>Page 53 of 60</b>
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<b>Record Series Content</b>	This series contains data on the daily enforcement activities of weigh and inspection facilities (Metro and John F. Kennedy [JFK]).
<b>Record Series Function</b>	These records aid in the enforcement of truck weight and cargo laws and regulations.
<b>Organization/Arrangement</b>	Chronological
<b>Indexing System</b>	None
<b>Restrictions (Law or Regulation Citation)</b>	Maryland Annotated Code, General Provisions Article, Section 4-351
<b>Formats (paper, electronic, etc.)</b>	Hardcopy: Paper, file folders
<b>Volume (file drawers, gigabytes, etc.)</b>	Metro detachment: 1 3-drawer horizontal file cabinet JFK detachment: 3 5-drawer vertical file cabinets
<b>Annual Accumulation (file drawers, gigabytes, etc.)</b>	Metro detachment: 1 3-drawer horizontal file cabinet per year JFK detachment: 1 5-drawer vertical file cabinets per year
<b>Current Location</b>	21 Turnpike Drive, Perryville, MD 21903 2301 S. Clinton Street, Baltimore, MD 21222
<b>Audit Requirements</b>	None
<b>Date Span</b>	2017 - Current
<b>Completeness/Gaps</b>	Complete

<b>Schedule Item Number</b>	198
<b>Retention</b>	Retain for 1 year and then destroy.
<b>Justification for Permanent Retention</b>	None

<b>DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION RECORDS INVENTORY AND RETENTION SCHEDULE</b>	<b>Schedule No. 2923A</b> <small>(To be completed by DGS/Records Management Division)</small>
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<b>Records Series Title:</b> MDTA Police Commercial Vehicle Safety Unit - Maryland State Police Weight Record	<b>Page 54 of 60</b>
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<b>Record Series Content</b>	This series contains data on weight violations committed by commercial motor vehicle drivers at inspection facilities (Metro and JFK).
<b>Record Series Function</b>	Contains a record of violations for reference and/or court purposes.
<b>Organization/Arrangement</b>	Chronological
<b>Indexing System</b>	None
<b>Restrictions (Law or Regulation Citation)</b>	Maryland Annotated Code, General Provisions Article, Section 4-351
<b>Formats (paper, electronic, etc.)</b>	Hardcopy: Paper
<b>Volume (file drawers, gigabytes, etc.)</b>	Metro detachment: 1 3-drawer horizontal file cabinet JFK detachment: 3 5-drawer vertical file cabinets
<b>Annual Accumulation (file drawers, gigabytes, etc.)</b>	Metro detachment: 1 3-drawer horizontal file cabinet per year JFK detachment: 1 5-drawer vertical file cabinets per year
<b>Current Location</b>	21 Turnpike Drive, Perryville, MD 21903 2301 S. Clinton Street, Baltimore, MD 21222
<b>Audit Requirements</b>	None
<b>Date Span</b>	2017 - Current
<b>Completeness/Gaps</b>	Complete

<b>Schedule Item Number</b>	199
<b>Retention</b>	Retain until case is adjudicated and then destroy.
<b>Justification for Permanent Retention</b>	None

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

**Schedule No. 2923A**

(To be completed by DGS/Records Management Division)

**Records Series Title:**  
MDTA Police Commercial Vehicle Safety Unit -  
Maryland Driver-Vehicle Inspection Report

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<b>Record Series Content</b>	This series contains documentation concerning the inspections of commercial motor vehicles at inspection facilities (Metro and JFK).
<b>Record Series Function</b>	These records ensure the safety of commercial vehicles on Maryland highways.
<b>Organization/Arrangement</b>	Chronological
<b>Indexing System</b>	None
<b>Restrictions (Law or Regulation Citation)</b>	Maryland Annotated Code, General Provisions Article, Section 4-351
<b>Formats (paper, electronic, etc.)</b>	Hardcopy: Paper, file folders
<b>Volume (file drawers, gigabytes, etc.)</b>	Metro detachment: 1 3-drawer horizontal file cabinet JFK detachment: 3 5-drawer vertical file cabinets
<b>Annual Accumulation (file drawers, gigabytes, etc.)</b>	Metro detachment: 1 3-drawer horizontal file cabinet per year JFK detachment: 1 5-drawer vertical file cabinets per year
<b>Current Location</b>	21 Turnpike Drive, Perryville, MD 21903 2301 S. Clinton Street, Baltimore, MD 21222
<b>Audit Requirements</b>	None
<b>Date Span</b>	2013 - Current
<b>Completeness/Gaps</b>	Complete

<b>Schedule Item Number</b>	200
<b>Retention</b>	Retain for 4 years and then destroy.
<b>Justification for Permanent Retention</b>	None



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

**Schedule No. 2923A**

(To be completed by DGS/Records Management Division)

<b>Records Series Title:</b> MDTA Police Polygraph Unit - Criminal Polygraph	<b>Page 56 of 60</b>
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<b>Record Series Content</b>	This series contains charts, copies of examiner's findings and all related data pertaining to polygraph examinations involving criminal matters.
<b>Record Series Function</b>	These records assist in MDTA Police investigations.
<b>Organization/Arrangement</b>	Assigned internal number then filed in chronological order
<b>Indexing System</b>	None
<b>Restrictions (Law or Regulation Citation)</b>	None
<b>Formats (paper, electronic, etc.)</b>	Hardcopy: Paper, file folders
<b>Volume (file drawers, gigabytes, etc.)</b>	2 5-drawer file cabinets
<b>Annual Accumulation (file drawers, gigabytes, etc.)</b>	1 5-drawer file cabinet
<b>Current Location</b>	881 Oceanic Drive, Annapolis, MD 21409
<b>Audit Requirements</b>	None
<b>Date Span</b>	2012 - Current
<b>Completeness/Gaps</b>	Complete

<b>Schedule Item Number</b>	201
<b>Retention</b>	Retain for 1 year after final adjudication and until no longer needed for current business, then destroy.
<b>Justification for Permanent Retention</b>	None

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

**Schedule No. 2923A**

(To be completed by DGS/Records Management Division)

**Records Series Title:**  
MDTA Police Polygraph Unit - Non-Criminal  
Polygraph

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<b>Record Series Content</b>	This series contains charts, copy of examiner's findings, and all related data pertaining to polygraph examinations for MDTA Police recruits (cadets, laterals, and officers).
<b>Record Series Function</b>	These records assist in hiring new MDTA Police personnel.
<b>Organization/Arrangement</b>	Chronological by date
<b>Indexing System</b>	None
<b>Restrictions (Law or Regulation Citation)</b>	None
<b>Formats (paper, electronic, etc.)</b>	Hardcopy: Paper
<b>Volume (file drawers, gigabytes, etc.)</b>	1 file folder
<b>Annual Accumulation (file drawers, gigabytes, etc.)</b>	1 file folder Approximately 10 - 30 pieces of paper
<b>Current Location</b>	881 Oceanic Drive, Annapolis, MD 21409
<b>Audit Requirements</b>	None
<b>Date Span</b>	2017 - Current
<b>Completeness/Gaps</b>	Complete

<b>Schedule Item Number</b>	202
<b>Retention</b>	Retained by MDTA Police Polygraph Unit for 1 year and then destroyed.
<b>Justification for Permanent Retention</b>	None

<b>DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION RECORDS INVENTORY AND RETENTION SCHEDULE</b>	<b>Schedule No. 2923A</b>  (To be completed by DGS/Records Management Division)
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<b>Records Series Title:</b> <b>MDTA Police Detective Unit - Polygraph Audio Tapes</b>	<b>Page 58 of 60</b>
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<b>Record Series Content</b>	This series contains audio recordings pertaining to polygraph examinations involving criminal and non-criminal matters.
<b>Record Series Function</b>	To assist in police investigations.
<b>Organization/Arrangement</b>	Chronological by date, then alphabetical
<b>Indexing System</b>	None
<b>Restrictions (Law or Regulation Citation)</b>	None
<b>Formats (paper, electronic, etc.)</b>	MP3 audio
<b>Volume (file drawers, gigabytes, etc.)</b>	1 5-drawer file cabinet
<b>Annual Accumulation (file drawers, gigabytes, etc.)</b>	¼ - ½ file drawer
<b>Current Location</b>	881 Oceanic Drive, Annapolis, MD 21409
<b>Audit Requirements</b>	None
<b>Date Span</b>	2012 - Current
<b>Completeness/Gaps</b>	Complete

<b>Schedule Item Number</b>	203
<b>Retention</b>	Retain for 50 years and then destroy.
<b>Justification for Permanent Retention</b>	None

<b>DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION RECORDS INVENTORY AND RETENTION SCHEDULE</b>	<b>Schedule No. 2923A</b> <small>(To be completed by DGS/Records Management Division)</small>
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<b>Records Series Title:</b> MDTA Police Security Unit - Temporary Video Recordings - All Others	<b>Page 59 of 60</b>
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<b>Record Series Content</b>	This series contains the Incident Detection System (IDS) for Tunnel cameras, Security System Video (SSV) for building interiors and exteriors, money rooms, toll booths, lanes, bridges, prisoner cells, and bridge security cameras
<b>Record Series Function</b>	Records are utilized for criminal investigations and employee investigation purposes.
<b>Organization/Arrangement</b>	Chronological
<b>Indexing System</b>	None
<b>Restrictions (Law or Regulation Citation)</b>	None
<b>Formats (paper, electronic, etc.)</b>	Digital: Video in Advanced Systems Format (ASF)
<b>Volume (file drawers, gigabytes, etc.)</b>	250 TB
<b>Annual Accumulation (file drawers, gigabytes, etc.)</b>	250 TB
<b>Current Location</b>	MDTA Computer Network
<b>Audit Requirements</b>	None
<b>Date Span</b>	2018 - Current
<b>Completeness/Gaps</b>	Complete

<b>Schedule Item Number</b>	204
<b>Retention</b>	(A) Retain for thirty (30) days, then destroy with the following exception: (B) If recordings are required for an investigation, retain until conclusion of investigation and any associated adjudication, then destroy.
<b>Justification for Permanent Retention</b>	None

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

**Schedule No. 2923A**

(To be completed by DGS/Records Management Division)

<b>Records Series Title:</b> MDTA Police Security Unit - Entry Card Reader System	<b>Page 60 of 60</b>
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<b>Record Series Content</b>	This series contains entry card transactions by MDTA employees entering MDTA facilities.
<b>Record Series Function</b>	These records are used for in-house investigations and timekeeping.
<b>Organization/Arrangement</b>	Chronological
<b>Indexing System</b>	None
<b>Restrictions (Law or Regulation Citation)</b>	None
<b>Formats (paper, electronic, etc.)</b>	Digital: Microsoft Excel
<b>Volume (file drawers, gigabytes, etc.)</b>	300 MB
<b>Annual Accumulation (file drawers, gigabytes, etc.)</b>	100 MB
<b>Current Location</b>	MDTA Computer Network
<b>Audit Requirements</b>	None
<b>Date Span</b>	2005 - Current
<b>Completeness/Gaps</b>	Complete

<b>Schedule Item Number</b>	205
<b>Retention</b>	Retain for 3 years, then destroy.
<b>Justification for Permanent Retention</b>	None