

## RECORDS INVENTORY AND RETENTION SCHEDULE COVER SHEET

<b>Schedule Number</b> <small>(To be completed by DGS/Records Management Division)</small>	<span style="font-size: 1.5em;">971-41-2</span>
---	---

-----  
**Agency Information**

Department / Agency	Maryland State Police
Division / Unit	41-Chemical Test for Alcohol Unit (CTAU)
Mission Statement/Link to division/unit website	Chemical testing as it relates to impaired driving and training relating to the detection, apprehension, and processing of drug and alcohol impaired drivers; <a href="http://mdsp.maryland.gov/Organization/Pages/ChemicalTestforAlcoholUnit.aspx">http://mdsp.maryland.gov/Organization/Pages/ChemicalTestforAlcoholUnit.aspx</a>

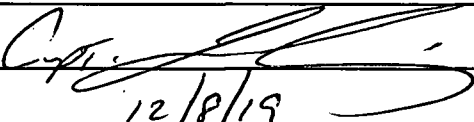
**Schedule Information**

Supersedes Schedule(s)	971-41-1
Amends Schedule(s)	

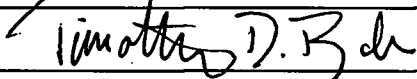
**Preparer Information**

Name of Preparer	Marcie Sivakoff
Title of Preparer	Administrator III, Planning and Research Division
Preparer Email Address	<a href="mailto:Marcie.Sivakoff@maryland.gov">Marcie.Sivakoff@maryland.gov</a>
Preparer Telephone Number	410-653-4412
Date	12/4/19

**Agency Approval**

Name of Agency Director	Captain Jon Armiger
Agency Director Signature	
Date	12/8/19

**State Archivist Approval**

State Archivist Signature	
Date	1-22-2020

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

**Schedule No.** 971-41-2  
(To be completed by DGS/Records Management Division)

**Records Series Title:**  
Blood Alcohol Case Files

**Page 1 of 25** \_\_\_\_\_

<b>Record Series Content</b>	Contains all related case file documents including Payment Authorization of Alcohol Analysis and Result of Test for Alcohol Concentration
<b>Record Series Function</b>	Tracks all related Blood Alcohol Case File documents
<b>Organization/Arrangement</b>	Numerically by year
<b>Indexing System</b>	Blood Alcohol Database (41-10)
<b>Restrictions (Law or Regulation Citation)</b>	N/A
<b>Formats (bound book, microfilm, pdf, tif, etc.)</b>	Paper
<b>Volume (file drawers, gigabytes, etc.)</b>	5.0 cubic feet
<b>Annual Accumulation (file drawers, gigabytes, etc.)</b>	1.0 cubic feet
<b>Current Location</b>	Chemical Test for Alcohol Unit file room
<b>Audit Requirements</b>	N/A
<b>Date Span</b>	2014-2018
<b>Completeness /Gaps</b>	No gaps

<b>Schedule Item Number</b>	41-01
<b>Retention</b>	Retain for 5 years, then destroy.
<b>Justification for Permanent Retention</b>	N/A

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

**Schedule No.** 971-41-2  
(To be completed by DGS/Records Management Division)

**Records Series Title:**  
Blood Alcohol and Drug Presence Results and Graphs

**Page 2 of 25** \_\_\_\_\_

<b>Record Series Content</b>	Blood alcohol and drug presence results and standards test which ensures instruments are working properly
<b>Record Series Function</b>	Tracks tests ensuring instruments are working properly
<b>Organization/Arrangement</b>	Sequentially by year
<b>Indexing System</b>	N/A
<b>Restrictions (Law or Regulation Citation)</b>	N/A
<b>Formats (bound book, microfilm, pdf, tif, etc.)</b>	Paper
<b>Volume (file drawers, gigabytes, etc.)</b>	5.0 cubic feet
<b>Annual Accumulation (file drawers, gigabytes, etc.)</b>	1.0 cubic feet
<b>Current Location</b>	Chemical Test for Alcohol Unit file room
<b>Audit Requirements</b>	N/A
<b>Date Span</b>	2014-2018
<b>Completeness /Gaps</b>	No gaps

<b>Schedule Item Number</b>	41-02
<b>Retention</b>	Retain for 5 years, then destroy.
<b>Justification for Permanent Retention</b>	N/A

<b>DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION RECORDS INVENTORY AND RETENTION SCHEDULE</b>	<b>Schedule No.</b> 971-41-2 (To be completed by DGS/Records Management Division)
--	--

<b>Records Series Title:</b> <b>Active Breath Test Operators Files</b>	<b>Page 3 of 25</b>
---	---------------------

<b>Record Series Content</b>	Contains information on courses, test scores and final grades to show that operators were certified as indicated
<b>Record Series Function</b>	Tracks documentation that operators were certified
<b>Organization/Arrangement</b>	Alphabetical by name
<b>Indexing System</b>	N/A
<b>Restrictions (Law or Regulation Citation)</b>	N/A
<b>Formats (bound book, microfilm, pdf, tif, etc.)</b>	Paper and Electronic (data entry)
<b>Volume (file drawers, gigabytes, etc.)</b>	4.5 cubic feet and 4.5 GB
<b>Annual Accumulation (file drawers, gigabytes, etc.)</b>	0.3 cubic feet and 0.3 GB
<b>Current Location</b>	Chemical Test for Alcohol Unit file room and local server
<b>Audit Requirements</b>	N/A
<b>Date Span</b>	2004-2018
<b>Completeness /Gaps</b>	Missing paper records from 1989-2003 due to recent extension of retention period

<b>Schedule Item Number</b>	41-03
<b>Retention</b>	Retain as long as Breath Test Operators are certified as Active; once de-certified, move to Inactive Breath Test Operators Files (41-04).
<b>Justification for Permanent Retention</b>	N/A

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

**Schedule No.** 971-41-2  
(To be completed by DGS/Records Management Division)

**Records Series Title:**  
Inactive Breath Test Operators Files

**Page 4 of 25** \_\_\_\_\_

<b>Record Series Content</b>	Contains test scores and final grades to show former operators were valid during dates indicated
<b>Record Series Function</b>	Tracks documentation showing former operators were valid during dates indicated
<b>Organization/Arrangement</b>	Numerically by year de-activated
<b>Indexing System</b>	N/A
<b>Restrictions (Law or Regulation Citation)</b>	N/A
<b>Formats (bound book, microfilm, pdf, tif, etc.)</b>	Paper
<b>Volume (file drawers, gigabytes, etc.)</b>	2.5 cubic feet
<b>Annual Accumulation (file drawers, gigabytes, etc.)</b>	0.5 cubic feet
<b>Current Location</b>	Chemical Test for Alcohol Unit file room
<b>Audit Requirements</b>	N/A
<b>Date Span</b>	2014-2018
<b>Completeness /Gaps</b>	No gaps

<b>Schedule Item Number</b>	41-04
<b>Retention</b>	Retain for 5 years after de-activation, then destroy.
<b>Justification for Permanent Retention</b>	N/A

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

**Schedule No.** 971-41-2  
(To be completed by DGS/Records Management Division)

**Records Series Title:**  
Requests for Breath Test Operator Training

**Page 5 of 25** \_\_\_\_\_

<b>Record Series Content</b>	Requests from allied police departments to participate in the State's Alcohol Testing Program
<b>Record Series Function</b>	Tracks requests for participation in the State's Alcohol Testing Program
<b>Organization/ Arrangement</b>	By date of receipt.
<b>Indexing System</b>	N/A
<b>Restrictions (Law or Regulation Citation)</b>	N/A
<b>Formats (bound book, microfilm, pdf, tif, etc.)</b>	Paper
<b>Volume (file drawers, gigabytes, etc.)</b>	0.2 cubic feet
<b>Annual Accumulation (file drawers, gigabytes, etc.)</b>	0.2 cubic feet
<b>Current Location</b>	Chemical Test for Alcohol Unit file room
<b>Audit Requirements</b>	N/A
<b>Date Span</b>	2017-2018
<b>Completeness /Gaps</b>	No gaps

<b>Schedule Item Number</b>	41-05
<b>Retention</b>	Retain for 1 year, then screen annually and destroy filled applications.
<b>Justification for Permanent Retention</b>	N/A

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

Schedule No. **971-41-2**  
(To be completed by DGS/Records Management Division)

**Records Series Title:**  
**Preliminary Breath Test Lab Worksheet**

**Page 6 of 25** \_\_\_\_\_

<b>Record Series Content</b>	Formatted worksheets for running Preliminary Breath Tests used for proficiency documentation during certification training
<b>Record Series Function</b>	Tracks Preliminary Breath Tests proficiency documentation
<b>Organization/ Arrangement</b>	Alphabetical by roster
<b>Indexing System</b>	N/A
<b>Restrictions (Law or Regulation Citation)</b>	N/A
<b>Formats (bound book, microfilm, pdf, tif, etc.)</b>	Paper
<b>Volume (file drawers, gigabytes, etc.)</b>	7.5 cubic feet
<b>Annual Accumulation (file drawers, gigabytes, etc.)</b>	0.5 cubic feet
<b>Current Location</b>	Chemical Test for Alcohol Unit file room
<b>Audit Requirements</b>	N/A
<b>Date Span</b>	2004-2018
<b>Completeness /Gaps</b>	Missing 1989-2003 due to recent extension of retention period

<b>Schedule Item Number</b>	41-06
<b>Retention</b>	Retain until Breath Test Operator is inactive for 5 years, then destroy.
<b>Justification for Permanent Retention</b>	N/A

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

Schedule No. **971-41-2**  
(To be completed by DGS/Records Management Division)

**Records Series Title:**  
**Preliminary Breath Test Student Roster**

**Page 7 of 25**\_\_\_\_\_

<b>Record Series Content</b>	Contains name and agency for each student in the Preliminary Breath Test operator training course
<b>Record Series Function</b>	Tracks students in the Preliminary Breath Test operator training course
<b>Organization/Arrangement</b>	Alphabetical by agency name and instructor
<b>Indexing System</b>	N/A
<b>Restrictions (Law or Regulation Citation)</b>	N/A
<b>Formats (bound book, microfilm, pdf, tif, etc.)</b>	Paper
<b>Volume (file drawers, gigabytes, etc.)</b>	1.5 cubic feet
<b>Annual Accumulation (file drawers, gigabytes, etc.)</b>	0.1 cubic feet
<b>Current Location</b>	Chemical Test for Alcohol Unit file room
<b>Audit Requirements</b>	N/A
<b>Date Span</b>	2004-2018
<b>Completeness /Gaps</b>	Missing 1994-2003 due to recent extension of retention period

<b>Schedule Item Number</b>	41-07
<b>Retention</b>	Retain 25 years, then destroy.
<b>Justification for Permanent Retention</b>	N/A



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

Schedule No. 971-41-2  
 (To be completed by DGS/Records Management Division)

Records Series Title:  
 Deployment Request Log Mobile Breath Alcohol  
 Truck

Page 8 of 25

Record Series Content	Contains requests for Mobile Breath Alcohol Truck deployment
Record Series Function	Tracks requests for Mobile Breath Alcohol Truck deployment
Organization/Arrangement	Arranged by date of request
Indexing System	N/A
Restrictions (Law or Regulation Citation)	N/A
Formats (bound book, microfilm, pdf, tif, etc.)	Electronic
Volume (file drawers, gigabytes, etc.)	65 KB
Annual Accumulation (file drawers, gigabytes, etc.)	65 KB
Current Location	Chemical Test for Alcohol Unit local server
Audit Requirements	N/A
Date Span	2017-2018
Completeness /Gaps	No gaps; Mobile Breath Alcohol Truck program began in 2017

Schedule Item Number	41-08
Retention	Retain for 5 years, then destroy.
Justification for Permanent Retention	N/A

<b>DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION RECORDS INVENTORY AND RETENTION SCHEDULE</b>	<b>Schedule No.</b> 971-41-2 (To be completed by DGS/Records Management Division)
--	--

<b>Records Series Title:</b> List of Mobile Breath Alcohol Truck Operators	<b>Page 9 of 25</b> ____
---	--------------------------

<b>Record Series Content</b>	Lists active Mobile Breath Alcohol Truck Operators
<b>Record Series Function</b>	Tracks active Mobile Breath Alcohol Truck Operators
<b>Organization/ Arrangement</b>	Alphabetical by name
<b>Indexing System</b>	N/A
<b>Restrictions (Law or Regulation Citation)</b>	N/A
<b>Formats (bound book, microfilm, pdf, tif, etc.)</b>	Electronic
<b>Volume (file drawers, gigabytes, etc.)</b>	50 KB
<b>Annual Accumulation (file drawers, gigabytes, etc.)</b>	50 KB
<b>Current Location</b>	Chemical Test for Alcohol Unit local server
<b>Audit Requirements</b>	N/A
<b>Date Span</b>	2017-2018
<b>Completeness /Gaps</b>	N/A

<b>Schedule Item Number</b>	41-09
<b>Retention</b>	Retain for 1 year and until a new list is generated, then destroy.
<b>Justification for Permanent Retention</b>	N/A

<b>DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION RECORDS INVENTORY AND RETENTION SCHEDULE</b>	<b>Schedule No.</b> 971-41-2 (To be completed by DGS/Records Management Division)
--	--

<b>Records Series Title:</b> Blood Alcohol Database	<b>Page 10 of 25</b>
--	----------------------

<b>Record Series Content</b>	Database that cross-references blood alcohol data including case number, date received and results for each blood alcohol kit received
<b>Record Series Function</b>	Tracks blood alcohol data
<b>Organization/ Arrangement</b>	By year and alphabetical by defendant name
<b>Indexing System</b>	N/A
<b>Restrictions (Law or Regulation Citation)</b>	N/A
<b>Formats (bound book, microfilm, pdf, tif, etc.)</b>	Electronic (data entry)
<b>Volume (file drawers, gigabytes, etc.)</b>	5.5 GB
<b>Annual Accumulation (file drawers, gigabytes, etc.)</b>	1.1 GB
<b>Current Location</b>	Chemical Test for Alcohol Unit local server
<b>Audit Requirements</b>	N/A
<b>Date Span</b>	2014-2018
<b>Completeness /Gaps</b>	No gaps

<b>Schedule Item Number</b>	41-10
<b>Retention</b>	Retain individual data entries for 5 years from date of offense, then destroy.
<b>Justification for Permanent Retention</b>	N/A

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

Schedule No. 97-41-2  
 (To be completed by DGS/Records Management Division)

Records Series Title:  
 Preliminary Breath Test Operator Database

Page 11 of 25

Record Series Content	Database of currently certified Preliminary Breath Test Operators
Record Series Function	Tracks currently certified Preliminary Breath Test Operators
Organization/Arrangement	Alphabetical by Operator name
Indexing System	N/A
Restrictions (Law or Regulation Citation)	N/A
Formats (bound book, microfilm, pdf, tif, etc.)	Electronic (data entry)
Volume (file drawers, gigabytes, etc.)	11 GB
Annual Accumulation (file drawers, gigabytes, etc.)	1.1 GB
Current Location	Chemical Test for Alcohol Unit local server
Audit Requirements	N/A
Date Span	2009-2018
Completeness /Gaps	Missing 1989-2008 due to recent extension of retention period

Schedule Item Number	41-11
Retention	Screen annually and destroy any material that is 10 years inactive or older.
Justification for Permanent Retention	N/A

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

Schedule No. 971-41-2  
(To be completed by DGS/Records Management Division)

Records Series Title:  
Breath Testing Instrument Reports

Page 12 of 25

<b>Record Series Content</b>	Contains Breath Testing Instrument Reports from monthly field inspections for every evidential instrument
<b>Record Series Function</b>	Tracks Breath Testing Instrument Reports
<b>Organization/Arrangement</b>	Arranged by date
<b>Indexing System</b>	N/A
<b>Restrictions (Law or Regulation Citation)</b>	N/A
<b>Formats (bound book, microfilm, pdf, tif, etc.)</b>	Paper
<b>Volume (file drawers, gigabytes, etc.)</b>	0.5 cubic feet
<b>Annual Accumulation (file drawers, gigabytes, etc.)</b>	0.1 cubic feet
<b>Current Location</b>	Chemical Test for Alcohol Unit file room
<b>Audit Requirements</b>	N/A
<b>Date Span</b>	2014-2018
<b>Completeness /Gaps</b>	No gaps

<b>Schedule Item Number</b>	41-12
<b>Retention</b>	Retain for 5 years after an instrument is decommissioned, then destroy.
<b>Justification for Permanent Retention</b>	N/A

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

Schedule No. 971-41-2  
(To be completed by DGS/Records Management Division)

<b>Records Series Title:</b> Requests for Preliminary Breath Test Instructor Training	<b>Page 13 of 25</b> _____
--	----------------------------

<b>Record Series Content</b>	Requests for training of Preliminary Breath Test instructors
<b>Record Series Function</b>	Tracks requests for training of Preliminary Breath Test instructors
<b>Organization/Arrangement</b>	By date of receipt
<b>Indexing System</b>	N/A
<b>Restrictions (Law or Regulation Citation)</b>	N/A
<b>Formats (bound book, microfilm, pdf, tif, etc.)</b>	Paper
<b>Volume (file drawers, gigabytes, etc.)</b>	0.4 cubic feet
<b>Annual Accumulation (file drawers, gigabytes, etc.)</b>	0.2 cubic feet
<b>Current Location</b>	Chemical Test for Alcohol Unit file room
<b>Audit Requirements</b>	N/A
<b>Date Span</b>	2017-2018
<b>Completeness /Gaps</b>	No gaps

<b>Schedule Item Number</b>	41-13
<b>Retention</b>	Retain for 1 year, then screen annually and destroy granted requests.
<b>Justification for Permanent Retention</b>	N/A

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

Schedule No. 971-41-2  
 (To be completed by DGS/Records Management Division)

Records Series Title:  
 Communications From/To State Toxicologist

Page 14 of 25

Record Series Content	Correspondence to/from the State's Toxicologist regarding the State's Alcohol Testing Program
Record Series Function	Tracks correspondence to/from the State's Toxicologist
Organization/Arrangement	Date order
Indexing System	N/A
Restrictions (Law or Regulation Citation)	N/A
Formats (bound book, microfilm, pdf, tif, etc.)	Paper
Volume (file drawers, gigabytes, etc.)	8.2 cubic feet
Annual Accumulation (file drawers, gigabytes, etc.)	0.2 cubic feet
Current Location	Chemical Test for Alcohol Unit file room
Audit Requirements	N/A
Date Span	1978-2018
Completeness /Gaps	N/A

Schedule Item Number	41-14
Retention	Retain 20 years, then destroy.
Justification for Permanent Retention	N/A

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

Schedule No. 971-41-2  
 (To be completed by DGS/Records Management Division)

Records Series Title:  
 Alcohol Influence Summary

Page 15 of 25

Record Series Content	Contains Alcohol Influence and Preliminary Breath Test Use Summary (Form 34A) of Driving Under the Influence Cases Statewide submitted by various police agencies
Record Series Function	Tracks Alcohol Influence and Preliminary Breath Test Use Summary of Driving Under the Influence Cases
Organization/Arrangement	By date
Indexing System	N/A
Restrictions (Law or Regulation Citation)	N/A
Formats (bound book, microfilm, pdf, tif, etc.)	Notebooks
Volume (file drawers, gigabytes, etc.)	1.0 cubic feet
Annual Accumulation (file drawers, gigabytes, etc.)	0.1 cubic feet
Current Location	Chemical Test for Alcohol Unit file room
Audit Requirements	N/A
Date Span	2009-2018
Completeness /Gaps	No gaps

Schedule Item Number	41-15
Retention	Retain for 10 years, then destroy.
Justification for Permanent Retention	N/A



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

**Schedule No.** 971-41-2  
(To be completed by DGS/Records Management Division)

**Records Series Title:**  
Breath Test Operator and Drug Recognition  
Expert Basic Course

**Page 16 of 25** \_\_\_\_\_

<b>Record Series Content</b>	Contains letters listing training course dates, number of positions in the course and class attendance rosters
<b>Record Series Function</b>	Tracks class attendance
<b>Organization/Arrangement</b>	By date and agency
<b>Indexing System</b>	N/A
<b>Restrictions (Law or Regulation Citation)</b>	N/A
<b>Formats (paper, electronic, etc.)</b>	Paper
<b>Volume (file drawers, gigabytes, etc.)</b>	2.5 cubic feet
<b>Annual Accumulation (file drawers, gigabytes, etc.)</b>	0.5 cubic feet
<b>Current Location</b>	Chemical Test for Alcohol Unit file room
<b>Audit Requirements</b>	N/A
<b>Date Span</b>	2014-2018
<b>Completeness /Gaps</b>	No gaps

<b>Schedule Item Number</b>	41-16
<b>Retention</b>	Retain for five years, then destroy.
<b>Justification for Permanent Retention</b>	N/A

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

Schedule No. 971-41-2  
(To be completed by DGS/Records Management Division)

**Records Series Title:**  
**Breath Test Operators and Drug Recognition  
Experts: Notification of Retraining**

**Page 17 of 25**\_\_

<b>Record Series Content</b>	Letters and a list indicating when Breath Test Operators or Drug Recognition Experts are scheduled to attend retraining class
<b>Record Series Function</b>	Contains documentation of retraining classes for Breath Test Operators or Drug Recognition Experts
<b>Organization/ Arrangement</b>	By date
<b>Indexing System</b>	N/A
<b>Restrictions (Law or Regulation Citation)</b>	N/A
<b>Formats (paper, electronic, etc.)</b>	Paper
<b>Volume (file drawers, gigabytes, etc.)</b>	0.2 cubic feet
<b>Annual Accumulation (file drawers, gigabytes, etc.)</b>	0.2 cubic feet
<b>Current Location</b>	Chemical Test for Alcohol Unit file room
<b>Audit Requirements</b>	N/A
<b>Date Span</b>	2017-2018
<b>Completeness /Gaps</b>	No gaps

<b>Schedule Item Number</b>	41-17
<b>Retention</b>	Retain for current year, then destroy.
<b>Justification for Permanent Retention</b>	N/A

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

**Schedule No.** 971-41-2  
(To be completed by DGS/Records Management Division)

**Records Series Title:**  
**Breath Test Operators and Drug Recognition  
Experts Retraining: Rosters**

**Page 18 of 25**\_\_\_\_\_

<b>Record Series Content</b>	Class attendance rosters for retraining
<b>Record Series Function</b>	Tracks attendance at retraining
<b>Organization/ Arrangement</b>	By date
<b>Indexing System</b>	N/A
<b>Restrictions (Law or Regulation Citation)</b>	N/A
<b>Formats (paper, electronic, etc.)</b>	Paper
<b>Volume (file drawers, gigabytes, etc.)</b>	1.0 cubic feet
<b>Annual Accumulation (file drawers, gigabytes, etc.)</b>	0.2 cubic feet
<b>Current Location</b>	Chemical Test for Alcohol Unit file room
<b>Audit Requirements</b>	N/A
<b>Date Span</b>	2014-2018
<b>Completeness /Gaps</b>	No gaps

<b>Schedule Item Number</b>	41-18
<b>Retention</b>	Retain 5 years, then destroy.
<b>Justification for Permanent Retention</b>	N/A

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

**Schedule No.** 971-41-2  
(To be completed by DGS/Records Management Division)

<b>Records Series Title:</b> Preliminary Breath Test (PBT) Student Final Test	<b>Page 19 of 25</b> _____
--	----------------------------

<b>Record Series Content</b>	Final test scores from Preliminary Breath Test (PBT) classes conducted by Chemical Test for Alcohol Unit staff
<b>Record Series Function</b>	Tracks final test scores from Preliminary Breath Test (PBT) classes
<b>Organization/Arrangement</b>	By class date, then alphabetical by name
<b>Indexing System</b>	N/A
<b>Restrictions (Law or Regulation Citation)</b>	N/A
<b>Formats (paper, electronic, etc.)</b>	Paper
<b>Volume (file drawers, gigabytes, etc.)</b>	10.0 cubic feet
<b>Annual Accumulation (file drawers, gigabytes, etc.)</b>	1.0 cubic feet
<b>Current Location</b>	Chemical Test for Alcohol Unit file room
<b>Audit Requirements</b>	N/A
<b>Date Span</b>	2009-2018
<b>Completeness /Gaps</b>	Missing 2004-2008 due to recent extension of retention period

<b>Schedule Item Number</b>	41-19
<b>Retention</b>	Retain 15 years, then destroy.
<b>Justification for Permanent Retention</b>	N/A

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

**Schedule No.** 971-91-2  
(To be completed by DGS/Records Management Division)

**Records Series Title:**  
Preliminary Breath Test (PBT) Devices Used in Maryland- Active

**Page 20 of 25** \_\_\_\_\_

<b>Record Series Content</b>	List by serial number of all Preliminary Breath Tests (PBT) Units used by all agencies in the state for traffic enforcement
<b>Record Series Function</b>	Tracks all Preliminary Breath Tests (PBT) Units in use
<b>Organization/Arrangement</b>	By agency then serial number
<b>Indexing System</b>	N/A
<b>Restrictions (Law or Regulation Citation)</b>	N/A
<b>Formats (paper, electronic, etc.)</b>	Paper
<b>Volume (file drawers, gigabytes, etc.)</b>	3.1 cubic feet
<b>Annual Accumulation (file drawers, gigabytes, etc.)</b>	0.1 cubic feet
<b>Current Location</b>	Chemical Test for Alcohol Unit file room
<b>Audit Requirements</b>	N/A
<b>Date Span</b>	1988-2018
<b>Completeness /Gaps</b>	No gaps

<b>Schedule Item Number</b>	41-20
<b>Retention</b>	Retain as long as devices on the list are used. For devices no longer used, move to Preliminary Breath Test (PBT) Devices Used in Maryland- Inactive (41-21).
<b>Justification for Permanent Retention</b>	N/A

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

**Schedule No.** 971-41-2  
(To be completed by DGS/Records Management Division)

**Records Series Title:**  
Preliminary Breath Test (PBT) Devices Used in Maryland- Inactive

**Page 21 of 25** \_\_\_\_\_

<b>Record Series Content</b>	List by serial number of all Preliminary Breath Tests (PBT) Units formerly used by all agencies in the state for traffic enforcement
<b>Record Series Function</b>	Tracks Preliminary Breath Tests (PBT) Units formerly used
<b>Organization/Arrangement</b>	By year de-activated then by serial number
<b>Indexing System</b>	N/A
<b>Restrictions (Law or Regulation Citation)</b>	N/A
<b>Formats (paper, electronic, etc.)</b>	Paper
<b>Volume (file drawers, gigabytes, etc.)</b>	0.5 cubic feet
<b>Annual Accumulation (file drawers, gigabytes, etc.)</b>	0.1 cubic feet
<b>Current Location</b>	Chemical Test for Alcohol Unit file room
<b>Audit Requirements</b>	N/A
<b>Date Span</b>	2014-2018
<b>Completeness /Gaps</b>	No gaps

<b>Schedule Item Number</b>	41-21
<b>Retention</b>	Retain for 5 years after the device is no longer used and then destroy.
<b>Justification for Permanent Retention</b>	N/A

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

Schedule No. 97-91-2  
(To be completed by DGS/Records Management Division)

**Records Series Title:**  
**Blood Alcohol Laboratory Proficiency Tests**

**Page 22 of 25**\_\_

<b>Record Series Content</b>	Communications and results from the State's Toxicologist regarding the blood alcohol proficiency tests performed by the MSP Forensic Sciences Division chemists involved in blood alcohol analysis
<b>Record Series Function</b>	Tracks communications and results regarding blood alcohol analysis
<b>Organization/Arrangement</b>	By date
<b>Indexing System</b>	N/A
<b>Restrictions (Law or Regulation Citation)</b>	N/A
<b>Formats (paper, electronic, etc.)</b>	Paper
<b>Volume (file drawers, gigabytes, etc.)</b>	0.5 cubic feet
<b>Annual Accumulation (file drawers, gigabytes, etc.)</b>	0.1 cubic feet
<b>Current Location</b>	Chemical Test for Alcohol Unit file room
<b>Audit Requirements</b>	N/A
<b>Date Span</b>	2014-2018
<b>Completeness /Gaps</b>	No gaps

<b>Schedule Item Number</b>	41-22
<b>Retention</b>	Retain for 5 years, then destroy.
<b>Justification for Permanent Retention</b>	N/A

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

**Schedule No.** 971-41-2  
(To be completed by DGS/Records Management Division)

<b>Records Series Title:</b> Correspondence to Attorney General	<b>Page 23 of 25</b> _____
--	----------------------------

<b>Record Series Content</b>	Communications to the Attorney General regarding chemical testing on Driving Under the Influence (DUI) suspects
<b>Record Series Function</b>	Contains communications regarding chemical testing on DUI suspects
<b>Organization/Arrangement</b>	Alphabetical by chemist name
<b>Indexing System</b>	N/A
<b>Restrictions (Law or Regulation Citation)</b>	N/A
<b>Formats (paper, electronic, etc.)</b>	Paper
<b>Volume (file drawers, gigabytes, etc.)</b>	3.1 cubic feet
<b>Annual Accumulation (file drawers, gigabytes, etc.)</b>	0.1 cubic feet
<b>Current Location</b>	Chemical Test for Alcohol Unit file room
<b>Audit Requirements</b>	N/A
<b>Date Span</b>	1988-2018
<b>Completeness /Gaps</b>	No gaps

<b>Schedule Item Number</b>	41-23
<b>Retention</b>	Retain 10 years, then destroy.
<b>Justification for Permanent Retention</b>	N/A



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

**Schedule No.** 971-41-2  
(To be completed by DGS/Records Management Division)

<b>Records Series Title:</b> Simulator Stock Solution Certificates	<b>Page 24 of 25</b> _____
---	----------------------------

<b>Record Series Content</b>	Communications from the State Toxicologist stating approval and certification of the liquid alcohol reference solution for use in the State of Maryland; contains copies of the certificates of the liquid alcohol reference solution used for calibration and verification of evidential breath test instrumentation (Certificates are used for evidential presentation in court)
<b>Record Series Function</b>	Contains approval and certification of the liquid alcohol reference solution
<b>Organization/Arrangement</b>	By year and lot number
<b>Indexing System</b>	N/A
<b>Restrictions (Law or Regulation Citation)</b>	N/A
<b>Formats (paper, electronic, etc.)</b>	Paper
<b>Volume (file drawers, gigabytes, etc.)</b>	0.5 cubic feet
<b>Annual Accumulation (file drawers, gigabytes, etc.)</b>	0.1 cubic feet
<b>Current Location</b>	Chemical Test for Alcohol Unit file room
<b>Audit Requirements</b>	N/A
<b>Date Span</b>	2014-2018
<b>Completeness /Gaps</b>	No gaps

<b>Schedule Item Number</b>	41-24
<b>Retention</b>	Retain 5 years, then destroy.
<b>Justification for Permanent Retention</b>	N/A

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

**Schedule No.** 971-41-2  
(To be completed by DGS/Records Management Division)

**Records Series Title: Intoxnet Report**

**Page 25 of 25** \_\_\_\_\_

<b>Record Series Content</b>	Breath alcohol test data from each evidential instrument statewide
<b>Record Series Function</b>	Contains breath alcohol test data on evidential instruments
<b>Organization/ Arrangement</b>	By test date
<b>Indexing System</b>	N/A
<b>Restrictions (Law or Regulation Citation)</b>	N/A
<b>Formats (paper, electronic, etc.)</b>	Electronic
<b>Volume (file drawers, gigabytes, etc.)</b>	500 MB
<b>Annual Accumulation (file drawers, gigabytes, etc.)</b>	100 MB
<b>Current Location</b>	Chemical Test for Alcohol Unit local server
<b>Audit Requirements</b>	N/A
<b>Date Span</b>	2014-2018
<b>Completeness /Gaps</b>	No gaps

<b>Schedule Item Number</b>	41-25
<b>Retention</b>	Retain for 5 years after an instrument is decommissioned, then discard.
<b>Justification for Permanent Retention</b>	N/A