

Maryland State Police	Department of General Services Records Management Division 7275 Waterloo Road (Rte. 175) P.O. Box 275 Jessup, Maryland 20794-0275	51469-2383
Reporting Agency		Prepare in Duplicate
Barrack "L" Forestville (61)		Retain one (1) copy and forward original to address on left.
Division or Unit		

CERTIFICATE OF RECORDS DISPOSAL

No.	Description of Records (Same Title as listed on Schedule)	Authorization		Inclusive Dates of Records Destroyed	Volume Cubic Feet	Date of Disposal	Method of Disposal
		Retention Schedule No.	Item No.				
1	Statistical Surveys MD Automated Accident Reporting System	1209A40	ADM 8-2	2006	.1	2/1/12	Shredding
2	Daily Radio & Barrack Logs	1209A40	ADM 9	2009	1.0	2/25/13	Shredding
3	Decentralized Line Inspections	1209A40	ADM 11	2009	.5	2/22/13	Shredding
4	General MSP Correspondence	1209A40	ADM 14	2008-2009	.5	2/22/13	Shredding
5	Employee Work & Leave Reports	1209A40	PER 2	2010-2011	1.0		
6	Employee Payroll Authorization Summary	1209A40	PER 2-1	2010-2011	.5	2/22/13	Shredding
7	Overtime/Compensatory Time Authorization Record (Form 197)	1209A40	PER 4-1	2008 & 2009	1.0	2/22/13	Shredding
8	Invoices Forwarded for Payment	1209A40	FIS 2	2011	.5	2/22/13	Shredding
9	Detention Log	1209A40	OPS 13	2008 & 2009	.5	2/22/13	Shredding
10	MSP Court Notification Log	1209A40	OPS 15-3	2011	1.0	2/22/13	Shredding
11	Installation Arrest Log	1209A40	OPS 13-1	2009	.1	2/22/13	Shredding
12	Citation Book Issuance Control Ledger	1209A40	OPS 36	2009	.1	2/22/13	Shredding
13	Traffic Citation Transmittal	1209A40	OPS 36-1	2010	.1	2/22/13	Shredding
14	Warnings	1209A40	OPS 37	2009-2010	.1	2/22/13	Shredding
15	Safety Equipment Repair Orders	1209A40	OPS 37-4	2006-2010	.5	2/22/13	Shredding

I hereby certify that the records listed above were disposed of as indicated.

Edwyn V. Corley
Signature

Admin Spec II
Title

2-26-13
Date

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16	Criminal Arrest Juvenile Detention Log	1209A40	OPS 53	2009	.1	2/1/12	Shredding
17	Monthly UCR	1209A40	OPS 55	2010	.1	2/25/13	Shredding
18	Videotape Review Reports	1209A40	OPS 69-2	2008-2009	.1	2/22/13	Shredding

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