

<b>Maryland State Police</b>	<b>Department of General Services</b> Records Management Division 7275 Waterloo Road (Rte. 175) P.O. Box 275 Jessup, Maryland 20794-0275	51469-2589
Reporting Agency		Prepare in Duplicate
<b>Barrack "L" Forestville (61)</b>		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	2007-2009	.1	6/2/15	Shredding
2	Daily Radio & Barrack Logs	1209A40	ADM 9	2010-11	2.0	6/2/15	Shredding
3	Decentralized Line Inspections	1209A40	ADM 11	2010-12	.5	6/2/15	Shredding
4	General MSP Correspondence	1209A40	ADM 14	2010-2011	.5	6/2/15	Shredding
5	Employee Work & Leave Reports	1209A40	PER 2	2012-2013	1.0	6/2/15	Shredding
6	Commander's Overtime Authorization (197A)	1209A40	PER 4-2	2010-2011	.5	6/2/15	Shredding
7	Overtime/Compensatory Time Authorization Record (Form 197)	1209A40	PER 4-1	2010-2011	1.0	6/2/15	Shredding
8	Invoices Forwarded for Payment	1209A40	FIS 2	2010-2013	.5	6/2/15	Shredding
9	Detention Log	1209A40	OPS 13	2010-2011	.5	6/2/15	Shredding
10	Installation Arrest Log	1209A40	OPS 13-1	2010-2013	.5	6/2/15	Shredding
11	MSP Court Notification Log	1209A40	OPS 15-3	2012-2013	2.0	6/2/15	Shredding
12	Criminal Investigator Caseload Ledger	1209A40	OPS 21-1	2009-2011	1.0	6/2/15	Shredding
13	Citation Book Issuance Control Ledger	1209A40	OPS 36	2010-2011	.1	6/2/15	Shredding
14	Traffic Citation Transmittal	1209A40	OPS 36-1	January-June 2013	.1	6/2/15	Shredding
15	Warnings	1209A40	OPS 37	January-June 2013	.1	6/2/15	Shredding
16	Safety Equipment Repair Orders	1209A40	OPS 37-4	January-June 2013	.1	6/2/15	Shredding

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

Edwyn Carley  
Signature

Admin Spec II  
Title

6-17-15  
Date

2

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17	Criminal Arrest Juvenile Detention Log	1209 A40	OPS 53	2010-2011	.1	6/2/15	Shredding
18	Monthly UCR	1209 A40	OPS 55	2011-2013	.1	6/2/15	Shredding

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

Edwyn Corley  
Signature  
DGS 550-2 (rev. 1/93)

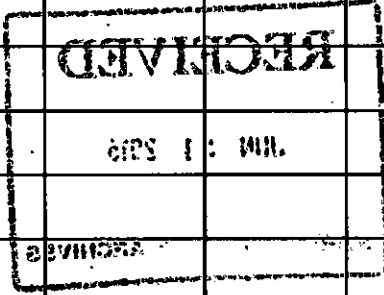
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1	Property Records Closed	1209 A40	OPS 56-1	2012 to June 2014	.1	6/18/2015	Shredding



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

Edmund V. Corley  
Signature

Admin Spec II  
Title

6-17-15  
Date

## MARYLAND STATE ARCHIVES

Hon. Larry Hogan  
*Governor*  
Hon. Boyd K. Rutherford  
*Lt. Governor*  
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### **Maryland State Police Barrack "L" Forestville**

**Comments on Certificate No.: s1469-2589**

**July 19, 2016**

Maryland State Archives

James Watson, Appraisal and Outreach Archivist

Phone: 410-260-6457

Email: james.watson@maryland.gov

The following issues were identified and this certificate has been identified as having material not eligible for destruction and no response from the agency.

Page 1, Item1: It is assumed that this material does not include annual summaries.

Item 6: PER 4-2 does not exist on the current schedule and form 197A is not listed as well.

Page 3 Item 1 schedule: Material post 6/18/2014 were not eligible for destruction.