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| Court <i>Circuit Court</i> | | Department of General Services Records Management Division 7275 Waterloo Road (Rte. 175) P.O. Box 275 Jessup, Maryland 20794-0275 | <i>4828</i> Forward three (3) copies to address at left. |
| County <i>Carroll</i> Date <i>10-10-08</i> | | | |
| Jury Commissioner | | | |

REC'D JAN 08 2009

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

| 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. | | | | |
| <i>1</i> | <i>Jury Records (Petit) jury selection papers, qualification forms, computer listing, record of payment, summons</i> | <i>2330 section I</i> | <i>Item 6(b)</i> | <i>1978-2004</i> | <i>41</i> | <i>8/26/09</i> | <i>Shredding</i> |
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Destruction Approved by Maryland State Archives

23 Dec 08
Date

Edward C. Quenper
State Archivist

DGS 550-9 (rev. 8/04)

Instructions for Preparation and Submission on next page

Destruction Certification

Michael M. Galloway Admin. Judge *1-8-09*
Signature of Court Official Title Date

Conda O. Manuel Jury Commissioner
Michael M. Galloway, Administrative Judge
Court Official 410-386-5093

Date: *Aug. 26, 2009*

FROM (b)

primary selection of papers of evaluation
forms, computer listing records
equipment, manuals

AUG 20

2019

| | | | |
|--|--|---|--|
| Court <u>Circuit Court</u> | | Department of General Services Records Management Division 7275 Waterloo Road (Rte. 175) P.O. Box 275 Jessup, Maryland 20794-0275 | <u>4828</u> Forward three (3) copies to address at left. |
| County <u>Carroll</u> Date <u>10-10-08</u> | | | |
| Jury Commissioner | | | |

REC'D JAN 08 2009

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

| 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. | | | | |
| <u>1</u> | <u>Jury Records (Petit)</u> <u>jury selection papers, qualification forms, computer listing, record of payment, summons</u> | <u>2330 section I</u> | <u>Item 6(b)</u> | <u>1978-2004</u> | <u>41</u> | <u>8/26/09</u> | <u>Shredding</u> |
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Destruction Approved by Maryland State Archives

23 Dec 08
Date

Edward C. [Signature]
State Archivist

Destruction Certification

Michael M. Galloway Admin. Judge 1-8-09
Signature of Court Official Title Date

DGS 550-9 (rev. 8/04)

Instructions for Preparation and Submission on next page

Conda O. Manuel, Jury Commissioner
Michael M. Galloway, Administrative Judge

Date: Aug. 26, 2009

AUG 28 ~~2005~~ 2005

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|--------|-------------------|--|----------|---|
| | | Department of General Services Records Management Division 7275 Waterloo Road (Rte. 175) P.O. Box 275 Jessup, Maryland 20794-0275 | | 4828 <hr/> Forward three (3) copies to address at left. |
| Court | Circuit Court | | | |
| | Jury Commissioner | | | |
| County | Carroll | Date | 10-10-08 | |

REC'D JAN 08 2009

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

| 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 | Jury Records (Petit) jury selection papers, qualification forms, computer listing, record of payment, summons | 2330 section I | Item 6(b) | 1978-2004 | 41 | 8/26/09 | Shredding |
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Destruction Approved by Maryland State Archives

23 Dec 08
 Date
 State Archivist

Destruction Certification

Signature of Court Official: Michael M. Galloway
 Title: Admin. Judge
 Date: 1-8-09

DGS 550-9 (rev 8/04)

Instructions for Preparation and Submission on next page

Conda O. Manuel, Jury Commissioner
Michael M. Galloway, Administrative Judge

Date: Aug. 26, 2009

AUG 28 2009

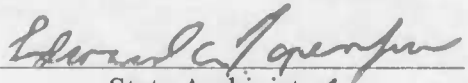
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|---------------|----------------------|--|---|--------------------------|
| | | Department of General Services Records Management Division 7275 Waterloo Road (Rte. 175) P.O. Box 275 Jessup, Maryland 20794-0275 | <u>5055</u> Forward three (3) copies to address at left. | |
| Court | CIRCUIT COURT | | | |
| County | CARROLL | | Date | December 15, 2009 |
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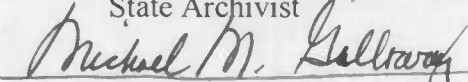
PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

| 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 | Juvenile Records – 34 cases | 2330 | Sec.V (1)(b) | DOB prior to 1985 | 1 | | |
| 2 | Expunged Criminal Records – 69 cases | 2330 | Sec.IV (5)(c) | 2006 | 5 | | |
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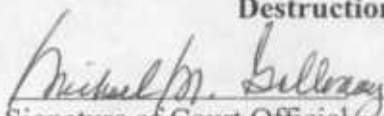
Destruction Approved by Maryland State Archives

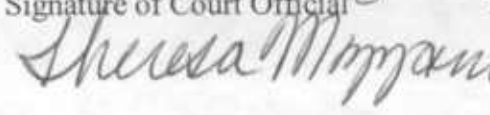
14 Jan 10
 Date
1-27-10
 Date


 State Archivist


 Judge, Circuit Ct. Carroll Co.

Destruction Certification

 Admir. Judge 1-21-10
 Signature of Court Official Title Date

 Chief Deputy 3-1-10
 Title Date

MAR 16 2010

MAR 16 2010

Handwritten notes and signatures, including a signature that appears to be "Richard M. ..."

| | | | |
|----------------|------------|--|--|
| Circuit Court | | Department of General Services Records Management Division 7275 Waterloo Road (Rte. 175) P.O. Box 275 Jessup, Maryland 20794-0275 | <u>5038</u> Forward three (3) copies to address at left. |
| Court | | | |
| Carroll County | | | |
| County | Date | | |
| | 08/24/2009 | | |

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

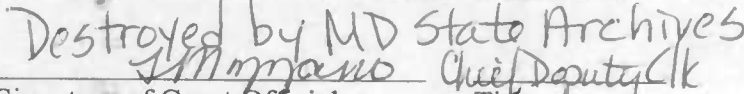
| No. | Description of Records (Same Title as listed on Schedule) | Authorization | | Inclusive Dates of Records Destroyed | Volume Cubic Feet | Date of Disposal | Method of Disposal |
|-----|---|------------------------------|-------------|---|----------------------|---------------------|-----------------------|
| | | Retention Schedule No. | Item No. | | | | |
| | 3 Boxes of Carroll County Land Records on Microfilm (Duplicates) Books 1727 to 2280 | 2330, Section VII, Item 2 | | Sept. 1995 to Nov. 1999 | 3 | | |
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Destruction Approved by Maryland State Archives

23 Sep 09
 Date

 State Archivist

Destruction Certification

Destroyed by MD State Archives

 Signature of Court Official
 Chief Deputy Clk
 Title
 12-16-09
 Date

rec'd 12/16/09

RECEIVED
SEP 17 2009
MARYLAND STATE ARCHIVES

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310

SEP 27 2010



**BOARD OF COUNTY COMMISSIONERS
OF WASHINGTON COUNTY, MARYLAND**

Washington County Administrative Building
100 West Washington Street, Room 226
Hagerstown, Maryland 21740-4735
Telephone: 240-313-2200
FAX: 240-313-2201
Deaf and Hard of Hearing call: 7-1-1 for Maryland Relay

John F. Barr, *President*
Terry L. Baker, Vice President
Kristin B. Aleshire
James F. Kercheval
William J. Wivell

January 23, 2009

Mr. Richard Herring, Director
Records Management Division
Department of General Services
7575 Waterloo Road
P.O. Box 275
Jessup, MD 20794-0275

Re: Certificates of Records Disposal

Dear Mr. Herring:

Attached are Certificates of Records Disposal from several departments in Washington County government.

If you have any questions or need additional information, please contact me at (240) 240-2204 or e-mail me at jbittner@washco-md.net. Thank you.

Sincerely,

Joni L. Bittner, County Clerk

Board of County Commissioners
Of Washington County, Maryland

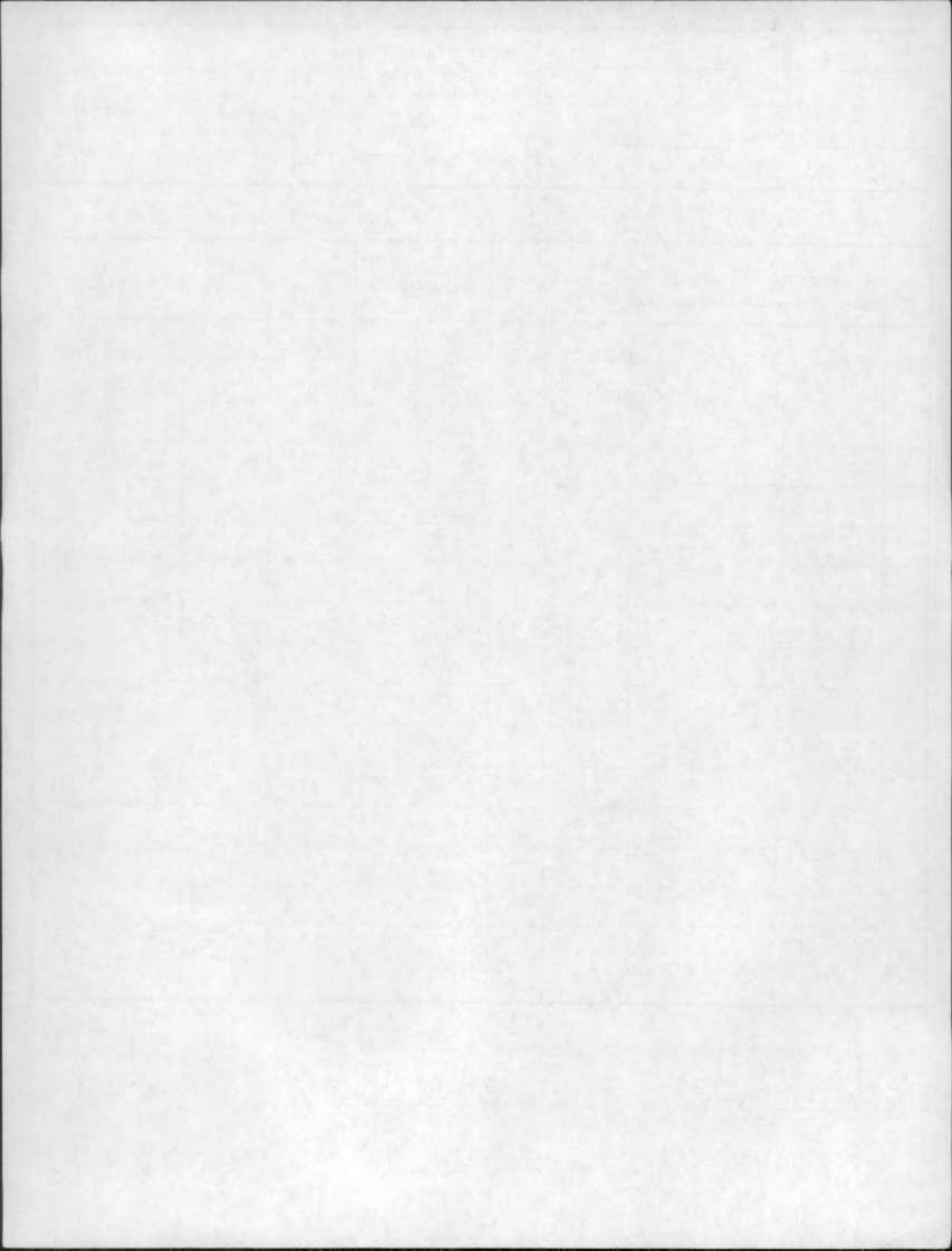
:jb

attachments





AMERICAN COTTON BOARD
NEW COTTON



Bulfe

| | | | |
|---|--|---|--|
| Reporting Agency <i>Treasurer's Office</i> | | Department of General Services | Prepare in Duplicate Retain one (1) copy and forward original to address at left. |
| | | Records Management Division 7275 Waterloo Road (Rte. 175) P.O. Box 275 Jessup, Maryland 20794-0275 | |
| Division or Unit | | | |

CERTIFICATE OF RECORDS DISPOSAL

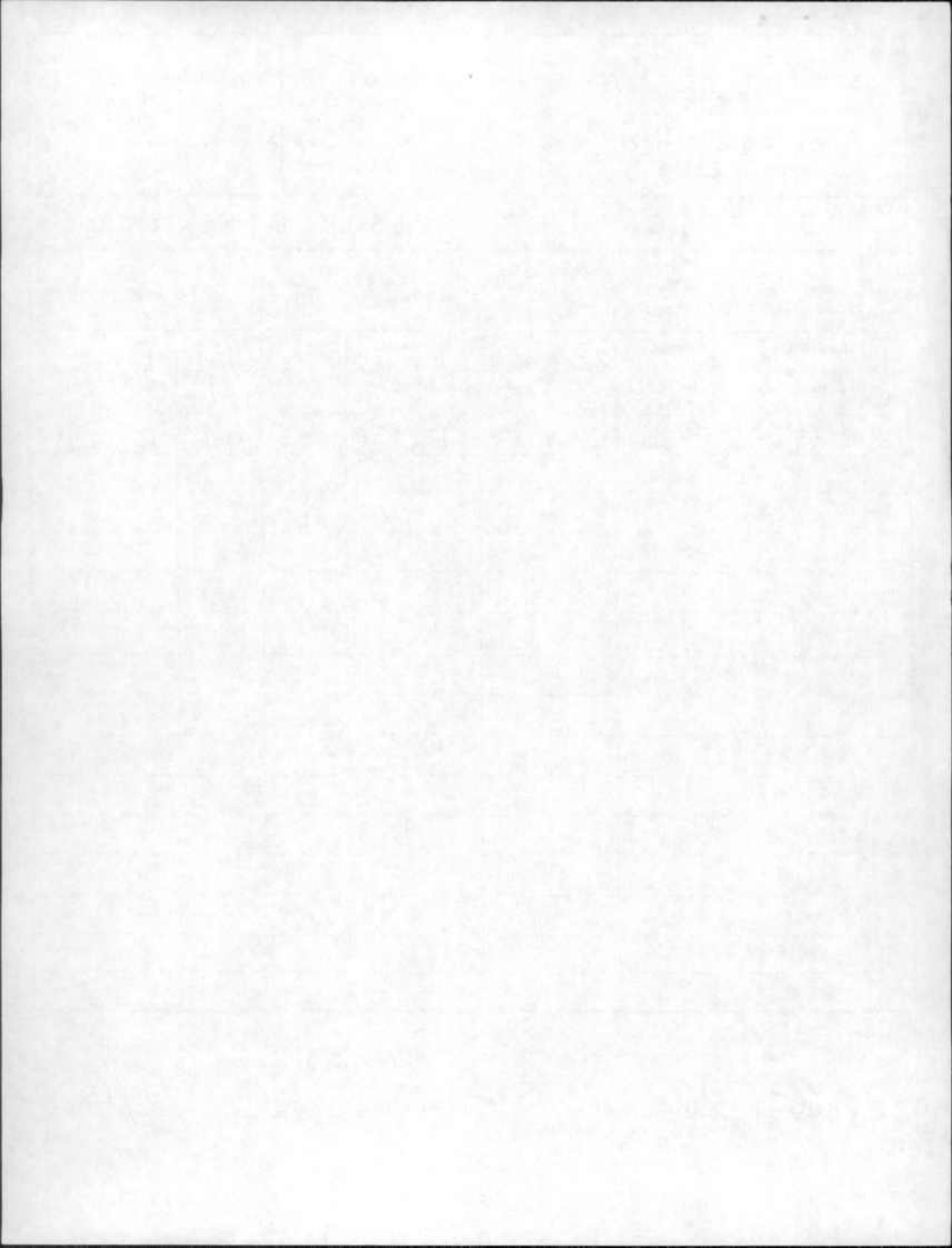
| No. | Description of Records (Same Title as listed on Schedule) | Authorization | | Inclusive Dates of Records Destroyed | Volume Cubic Feet | Date of Disposal | Method of Disposal |
|-----|--|---------------------------|-------------|---|----------------------|---------------------|--------------------|
| | | Retention Schedule No. | Item No. | | | | |
| 1 | Return Check Notices Other Dept | C869 | 5 | June 2006 - June 2007 | | 10/7/08 | Recycle |
| 2 | Return Check Notices - Reel Estak o P.P. | C869 | 5 | July 2005 - June 2007 | | 10/7/08 | Recycle |
| 3 | Discover Novus - Credit Statements Card | C869 | 12 | Sept 2004 - May 2007 | | 10/7/08 | Recycle |
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I hereby certify that the records listed above were disposed of as indicated.

[Signature]
Signature

TREASURER
Title

10/7/08
Date



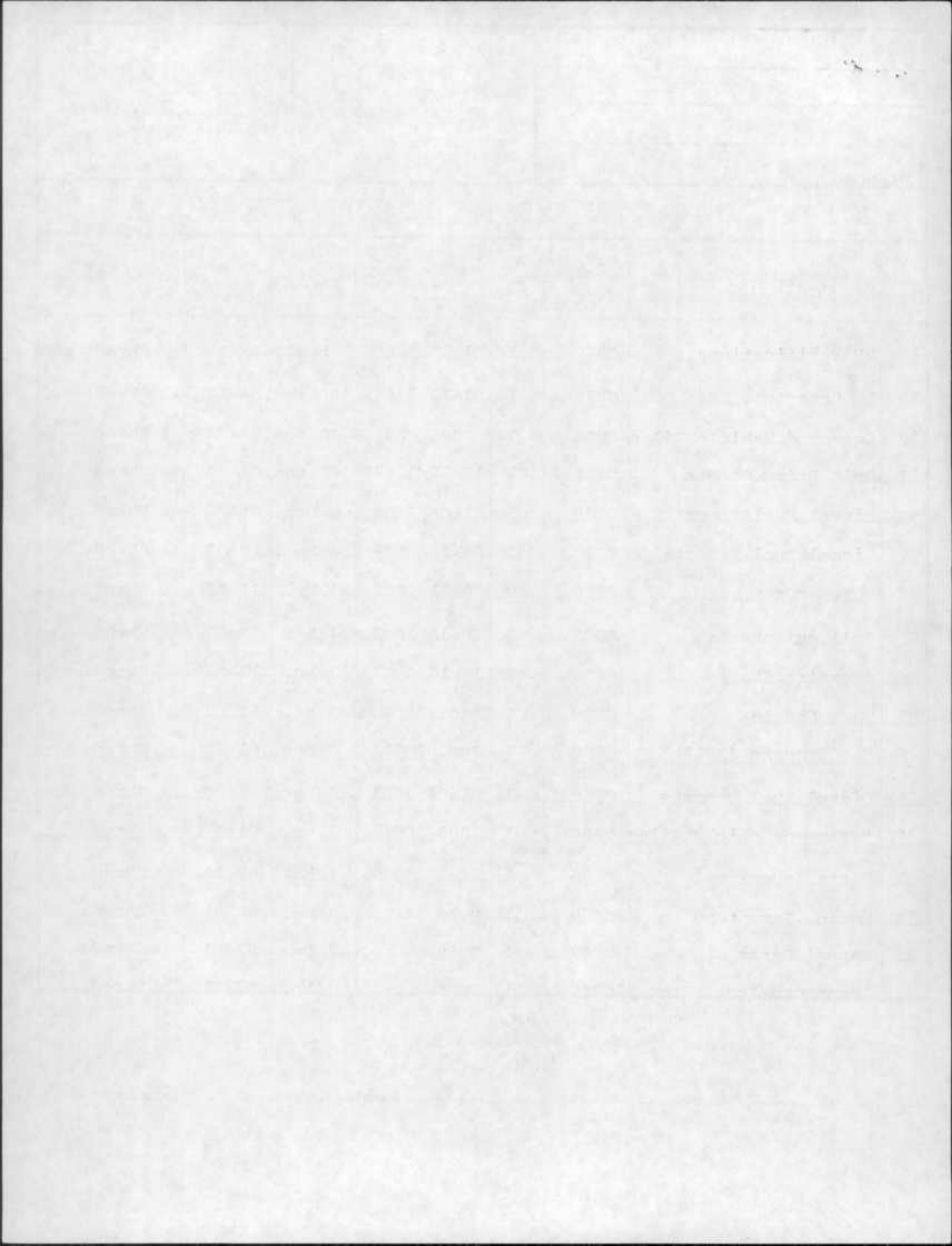
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|------------------|--|---|--|
| Reporting Agency | | Department of General Services Records Management Division 7275 Waterloo Road (Rte. 175) P.O. Box 275 Jessup, Maryland 20794-0275 | Prepare in Duplicate |
| Division or Unit | | | Retain one (1) copy and forward original to address at left. |
| Highway | | | Page 1 |

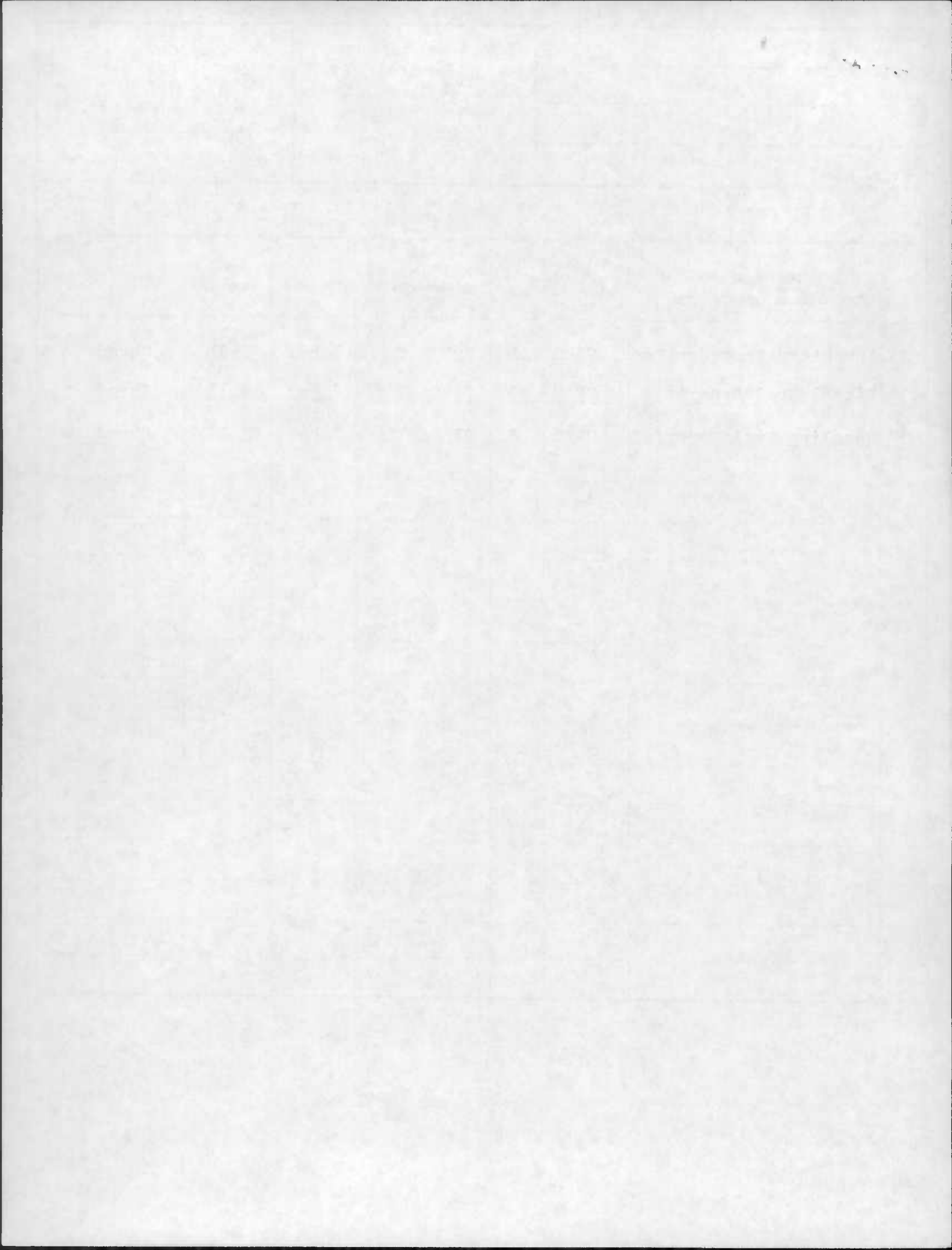
CERTIFICATE OF RECORDS DISPOSAL

| 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 | Authorization Forms | C880 | 2 | 11-28-07 | 1 pg. | 2007 11-28 | Shred |
| 2 | Phone Extensions | C880 | 2 | 11-29-07 | 2 pgs. | 2007 11-29 | Shred |
| 3 | Call Numbers (radio) | C880 | 2 | 11-30-07 | 2 pgs. | 2007 12-03 | Shred |
| 4 | Drivers License/DOT | C880 | 2 | 11-30-07 | 2 pgs. | 2007 12-03 | Shred |
| 5 | DOT/Drivers License | C880 | 2 | 01-01-07 | 3 pgs. | 2007 12-05 | Shred |
| 6 | Tax Exempt Certificate | C880 | 2 | 01-01-08 | 1 pg. | 2008 01-02 | Shred |
| 7 | B/F Memorandum | C880 | 2 | 12-31-07 | 14 pgs. | 2008 01-04 | Shred |
| 8 | DOT/Drivers License | C880 | 2 | 12-31-07 | 14 pgs. | 2008 01-04 | Shred |
| 9 | Diesel Fuel Reports | C880 | 3 | 7-12-2003 | 65 pgs. | 2008 01-09 | Shred |
| 10 | Time Cards | C880 | 6 | 1-12-2006 | 8 bgs. | 2008 01-10 | Shred |
| 11 | Treasurers Summary Pg. | C880 | 2 | 2005-2006 | 180 pgs. | 2008 01-15 | Shred |
| 12 | Diesel Fuel Reports | C880 | 3 | 09-10-2003 | 100 pgs. | 2008 01-18 | Shred |
| 13 | Diesel Fuel Reports | C880 | 3 | 06-11-2003 | 100 pgs. | 2008 01-23 | Shred |
| 14 | Diesel Fuel Tickets | C880 | 3 | 07-12-2003 | 100 pgs. | 2008 01-23 | Shred |
| 15 | Diesel Fuel Tickets | C880 | 3 | 05-08-2003 | 100 pgs. | 2008 01-23 | Shred |
| 16 | Gasoline Refund Sheets | C880 | 3 | 07-12-1997 | 2 pgs. | 2008 02-27 | Shred |
| 17 | Leak Monitor Results | C880 | 2 | 07-12-1997 | 2 pgs. | 2008 02-27 | Shred |

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

D. D. [Signature] Admin. Asst. 8-14-08
 Signature Title Date





Reporting Agency

Washington County-Agency
Finance/Human Resources-Div/Unit

Division or Unit

Department of General
Services

Records Management Division
7275 Waterloo Road (Rte. 175)
P.O. Box 275
Jessup, Maryland 20794-0275

Prepare in duplicate

Retain one (1) copy and forward
original to address at left.

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 | Office Assoc.-St. Atty's | C873 | 8 | April 2007 | folder | 7/2008 | shredded |
| 2 | Office Assoc.-St. Atty's | C873 | 8 | March 2007 | folder | 7/2008 | shredded |
| 3 | Envir. Engineer-Water Qty | C873 | 8 | April 2007 | folder | 7/2008 | shredded |
| 4 | Util. Worker II-Water Qty | C873 | 8 | March 2007 | folder | 7/2008 | shredded |
| 5 | Engineering Tech-Water Qty | C873 | 8 | March 2007 | folder | 7/2008 | shredded |
| 6 | Project Manager-Water Qty | C873 | 8 | April 2007 | folder | 7/2008 | shredded |
| 7 | Landfill Attend.-Solid Was | C873 | 8 | February 2007 | folder | 7/2008 | shredded |
| 8 | Weigh Clerk-Solid Waste | C873 | 8 | December 2006 | folder | 7/2008 | shredded |
| 9 | Building Insp.-Permits | C873 | 8 | Sept. 2006 | folder | 7/2008 | shredded |
| 10 | Building Insp.-Permits | C873 | 8 | June 2007 | folder | 7/2008 | shredded |
| 11 | Sign Mechanic-Hwys. | C873 | 8 | May 2007 | folder | 7/2008 | shredded |
| 12 | MEO II -Hwys. | C873 | 8 | July 2007 | folder | 7/2008 | shredded |
| 13 | MEO III - Hwys | C873 | 8 | January 2007 | folder | 7/2008 | shredded |
| 14 | MEO I - Hwys | C873 | 8 | July 2007 | folder | 7/2008 | shredded |
| 15 | Lead Const. Spec-Hwys | C873 | 8 | July 2007 | folder | 7/2008 | shredded |
| 16 | Civil Engineer-Eng. | C873 | 8 | June 2007 | folder | 7/2008 | shredded |
| 17 | PT Bus Attend-Trans | C873 | 8 | March 2007 | folder | 7/2008 | shredded |
| 18 | Permanency Planning Lia | C873 | 8 | January 2007 | folder | 7/2008 | shredded |
| 19 | Drug Court Coord. | C873 | 8 | January 2007 | folder | 7/2008 | shredded |

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

Krista L. Shipley
Signature

HR Technician
Title

10/17/08
Date

[Redacted]

1972 10000

Reporting Agency

Washington County-Agency
Finance/Human Resources-Div/Unit

Division or Unit

Department of General
Services
Records Management Division
7275 Waterloo Road (Rte. 175)
P.O. Box 275
Jessup, Maryland 20794-0275

Prepare in duplicate
Retain one (1) copy and forward
original to address at left.

CERTIFICATE OF RECORDS DISPOSAL

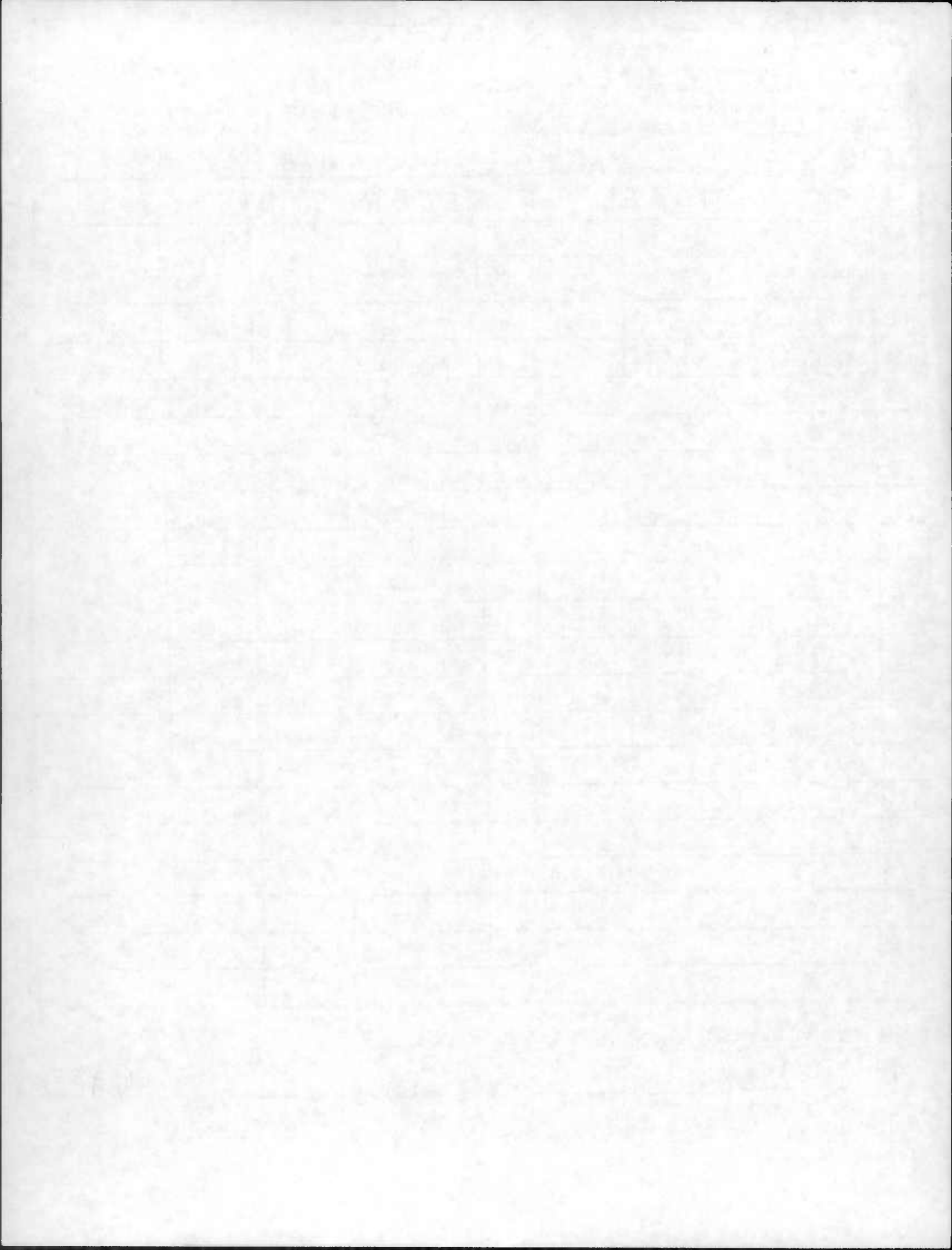
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|-----|--|---------------------------|-------------|---|----------------------|---------------------|--------------------|
| | | Retention Schedule No. | Item No. | | | | |
| 20 | PT Bus Attendant | C873 | 8 | May 2004 | folder | 9-2008 | shredded |
| 21 | Sr. Office Associate | C873 | 8 | March 2007 | folder | 9-2008 | shredded |
| 22 | Sr. Office Associate | C873 | 8 | April 2007 | folder | 9-2008 | shredded |
| 23 | Engineering Tech. I | C873 | 8 | May 2007 | folder | 9-2008 | shredded |
| 24 | County Administrator | C873 | 8 | Nov. 2006 | folder | 9-2008 | shredded |
| 25 | Seasonal Maint. Wkr-Parks | C873 | 8 | March 2007 | folder | 9-2008 | shredded |
| 26 | Equip. Installer/Tech. | C873 | 8 | Dec. 2006 | folder | 9-2008 | shredded |
| 27 | GIS Analyst | C873 | 8 | April 2007 | folder | 9-2008 | shredded |
| 28 | Marketing Spec.-EDC | C873 | 8 | Dec. 2007 | folder | 9-2008 | shredded |
| 29 | Payroll Tech. | C873 | 8 | April 2007 | folder | 9-2008 | shredded |
| 30 | Plant Operator Trainee | C873 | 8 | March 2007 | folder | 9-2008 | shredded |
| 31 | Permit Processor | C873 | 8 | Oct. 2006 | folder | 9-2008 | shredded |
| 32 | PT Park Attendant | C873 | 8 | April 2007 | folder | 9-2008 | shredded |
| 33 | HR Director | C873 | 8 | April 2007 | folder | 9-2008 | shredded |
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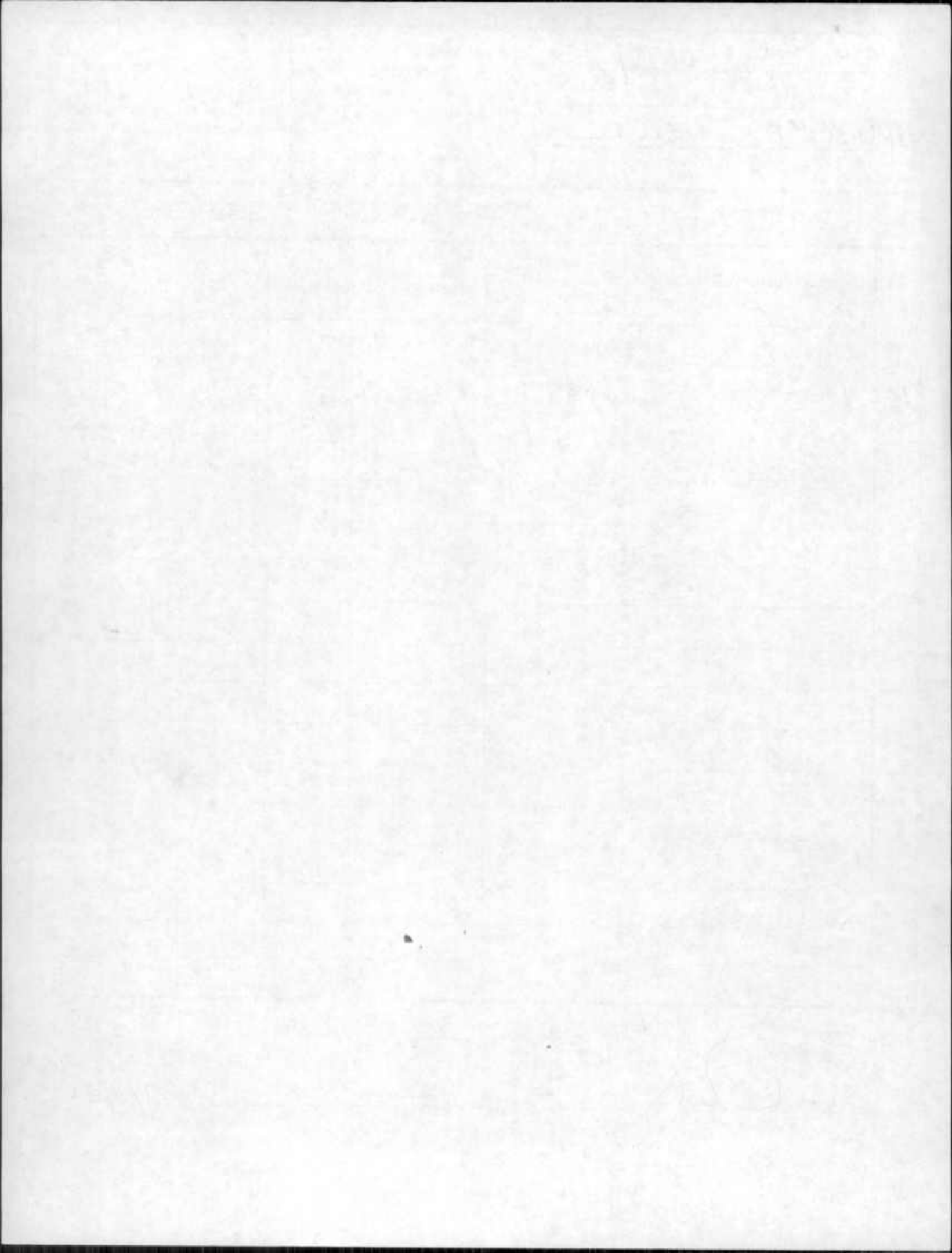
hereby certify that the records listed above were disposed of as indicated.

Krista S. Shipler
Signature

HR Technician
Title

10/18/08
Date





STATE RECORDS MANAGEMENT CENTER
 7275 Waterloo Road (Rte. 175)
 P.O. Box 275
 Jessup, Maryland 20794-0275

CERTIFICATE OF RECORDS DISPOSAL

Maryland State Police

Reporting Agency

"B", Frederick

Division or Bureau

PREPARE IN DUPLICATE

Retain one copy and forward original to above address

| No. | Description of Records Include Title and/or Form Number | Authorization For Disposal | | Inclusive Dates of Records Disposed of | Volume (Cubic Feet) | Date of Disposal | Method of Disposal |
|-----|--|-------------------------------|-------------|--|------------------------|---------------------|-----------------------|
| | | Retention Schd. No. | Item No. | | | | |
| 1 | O-Time Comp Time Auth (197) | 1209 | PER 4-1 | Nov 02-Aug 05 | 2.2 | 12/21/07 | Shredded |
| 2 | Incident Report (89) | " | OPS 23-1 | Dec 04 - Sep 05 | 1.0 | " | " |
| 3 | Warrants (Closed) (167) | " | OPS 3-2 | Dec 04 - Oct 07 | 3.5 | " | " |
| 4 | Detention Log (112) | " | OPS 13 | Dec 04 - Aug 05 | 1.0 | " | " |
| 5 | Missing Persons (Closed) (79) | " | OPS 25-1 | Oct 04 - Aug 05 | .1 | " | " |
| 6 | Employee Payroll Auth (31A) | " | PER 2-1 | 2006 | .3 | " | " |
| 7 | Vehicle Pursuit Review (114) | " | OPS 37-3 | 2003-04 | .1 | 1/22/08 | " |
| 8 | Vehicle Reports (Closed) (91) | " | OPS 26-1 | Apr-Aug 05 | .6 | 3/25/08 | " |
| 9 | Public Relations (45-45A) | " | PR-1 | 2003-Mar 05 | .1 | " | " |
| 10 | " " " | " | PR-2 | 2004 | .3 | " | " |
| 11 | " " " | " | PR-4 | 2003-04 | .2 | " | " |
| 12 | D W I (Closed) (32 Etc) | " | OPS 41-2 | Misc | 6.3 | 4/11/08 | " |

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


 Signature

21 TENANT
 Title

2/5/09
 Date

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STATE RECORDS MANAGEMENT CENTER
 7275 Waterloo Road (Rte. 175)
 P.O. Box 275
 Jessup, Maryland 20794-0275

CERTIFICATE OF RECORDS DISPOSAL

Reporting Agency


Division or Bureau

PREPARE IN DUPLICATE

Retain one copy and forward original to above address

| No. | Description of Records Include Title and/or Form Number | Authorization For Disposal | | Inclusive Dates of Records Disposed of | Volume (Cubic Feet) | Date of Disposal | Method of Disposal |
|-----|--|-------------------------------|-------------|--|------------------------|---------------------|-----------------------|
| | | Retention Schd. No. | Item No. | | | | |
| 13 | Summons (Closed) (167) | 1209 | OPS 15-2 | Dec 06-Jul 07 | .5 | 8/5/08 | Shredded |
| 14 | Warrant-Summons Asgmt Rec(65) | " | OPS 3-2 | Misc 1994-2002 | .1 | " | " |
| 15 | Invoices Forwarded | " | FIS 2 | Jan-Aug 07 | .1 | " | " |
| 16 | General Orders (Inactive) | " | ADM 2-1 | Misc 1997-2005 | .3 | 10/17/08 | " |
| 17 | Special Orders (Inactive) | " | ADM 3-1 | Misc 1989-2005 | .4 | " | " |
| 18 | Invoices Forwarded | " | fis 2 | 2007 | .2 | 1/9/09 | " |

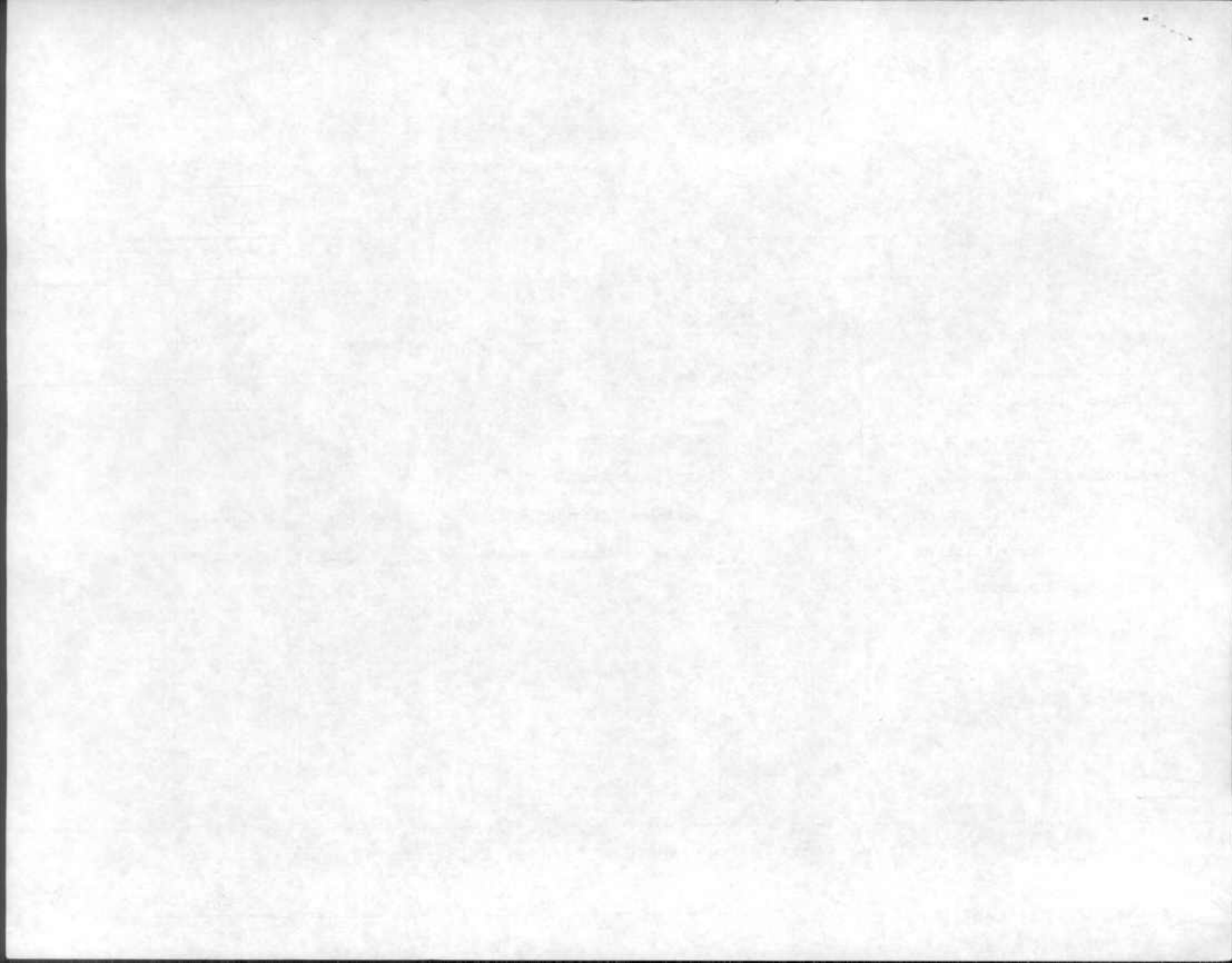
I hereby certify that the above listed records were disposed of as indicated.


 Michael J. Brady
 Signature

Lt., Commanding
 Title

6 Feb. 2009
 Date

DGS 550-2



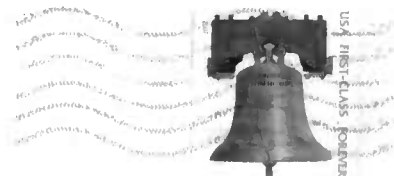
STATE OF MARYLAND
MARYLAND DEPARTMENT OF STATE POLICE

Barrack "B"
110 Airport Drive East
Frederick, MD 21701



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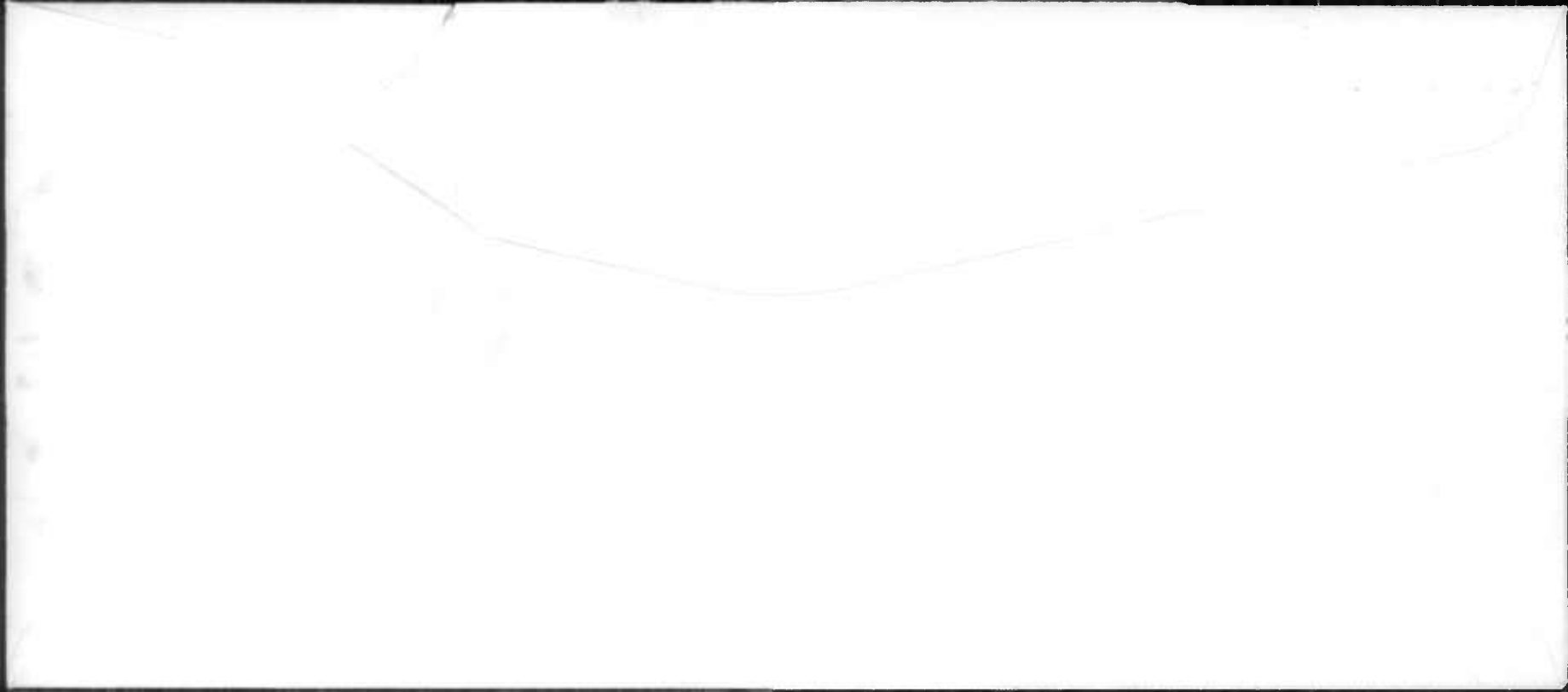


2/9/09

State Records Management Center
P. O. Box 275
Jessu7p, MD 20794-0275

20794+0275





| | | |
|------------------------------|--|--|
| Maryland State Police | Department of General Services Records Management Division 7275 Waterloo Road (Rte. 175) P.O. Box 275 Jessup, Maryland 20794-0275 | Prepare in Duplicate Retain one (1) copy and forward original to address on left. |
| Reporting Agency | | |
| Planning & Research Division | | |
| 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 | Manual Projects File Project number prefaced by M 1851, 1890, 1897, 1900, 1906, 1908, 1915, 1917, 1919, 1921, 1922, 1925, 1926, 1928 - 1931, 1936 | 971-02-A-8 | 02-09 | 11-22-05 to 2-1-06 | 0.40 | February 12, 2009 | Recycled |
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I hereby certify that the records listed above were disposed of as indicated.

Thomas L. Vondermitt Jr.
Signature

Records Manager
Title

February 12, 2009
Date


5000/10

FEB 18 2009

| | | |
|---|---|--|
| Maryland State Police | DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 Waterloo Road (Rte. 175) P.O. Box 275, Jessup, MD 20794-0275 | PREPARE IN DUPLICATE |
| (Reporting Agency) | | Retain one copy and |
| 94 / Barrack "W" McHenry (Division or Unit) | | forward original to address at left |

CERTIFICATE OF RECORDS DISPOSAL

| No. | Description of Records (Same Title as Listed on Schedule) | Retention Schedule No. | Item No. | Inclusive Dates of Records Destroyed | Vol. in Cubic Feet | Date of Disposal | Method of Disposal |
|-----|---|------------------------|----------|--------------------------------------|--------------------|------------------|--------------------|
| 1 | Certificate of Records Disposal | 1209 | ADM 1-2 | 2007 | .5 | 02/02/09 | Shredded |
| 2 | Status Reports | 1209 | ADM 5 | 2003 | .5 | 02/02/09 | Shredded |
| 3 | Statistical Surveys | 1209 | ADM 8 | 2003 | .5 | 02/02/09 | Shredded |
| 4 | Daily Radio & Barrack Logs | 1209 | ADM 9 | 2005 | .5 | 02/02/09 | Shredded |
| 5 | MILES Message Log | 1209 | ADM 10-2 | 2005 | .5 | 02/02/09 | Shredded |
| 6 | Staff Inspections | 1209 | ADM 11 | 2006 | .5 | 02/02/09 | Shredded |
| 7 | Command Meeting Minutes | 1209 | ADM 12 | 2005 | .5 | 02/02/09 | Shredded |
| 8 | Local Meeting Minutes | 1209 | ADM 12-1 | 2005 | .5 | 02/02/09 | Shredded |
| 9 | General Agency Correspondence | 1209 | ADM 14 | 2005 | .5 | 02/02/09 | Shredded |
| 10 | Employee Work & Leave Reports | 1209 | PER 2 | 2007 | .5 | 02/02/09 | Shredded |
| 11 | Employee Payroll Auth. Summary | 1209 | PER 2-1 | 2007 | .5 | 02/02/09 | Shredded |
| 12 | Leave & Duty Schedules | 1209 | PER 3 | 2007 | .5 | 02/02/09 | Shredded |



 Signature

94 / Barrack "W" McHenry

 Installation

2/23/09

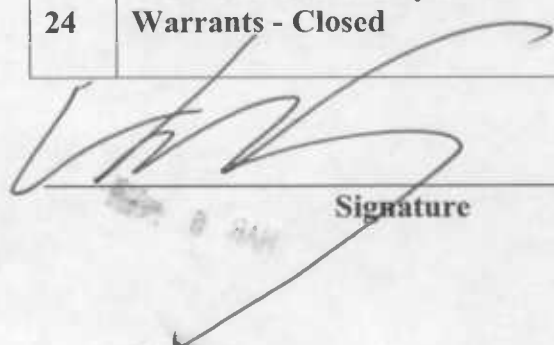
 Date

MAR 6 2009

| | | |
|---|---|--|
| Maryland State Police | DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 Waterloo Road (Rte. 175) P.O. Box 275, Jessup, MD 20794-0275 | PREPARE IN DUPLICATE |
| (Reporting Agency) | | Retain one copy and |
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CERTIFICATE OF RECORDS DISPOSAL

| No. | Description of Records (Same Title as Listed on Schedule) | Retention Schedule No. | Item No. | Inclusive Dates of Records Destroyed | Vol. in Cubic Feet | Date of Disposal | Method of Disposal |
|-----|---|------------------------|----------|--------------------------------------|--------------------|------------------|--------------------|
| 13 | Overtime & Compensatory Time | 1209 | PER 4 | 2005 | .5 | 02/02/09 | Shredded |
| 14 | Overtime & Comp. Time, Civilian | 1209 | PER 4-1 | 2005 | .5 | 02/02/09 | Shredded |
| 15 | Reimbursable Overtime Projects | 1209 | PER 4-4 | 2007 | .5 | 02/02/09 | Shredded |
| 16 | Working Fund | 1209 | FIS 1 | 2007 | .5 | 02/02/09 | Shredded |
| 17 | Invoices Forwarded for Payment | 1209 | FIS 2 | 2007 | .5 | 02/02/09 | Shredded |
| 18 | Capital Equipment Inventory & Improvements | 1209 | FIS 3-1 | 2005 | .5 | 02/02/09 | Shredded |
| 19 | Ordnance Equipment – Inventory | 1209 | FIS 3-3 | 2005 | .5 | 02/02/09 | Shredded |
| 20 | Tactical Equipment – Inventory | 1209 | FIS 3-4 | 2005 | .5 | 02/02/09 | Shredded |
| 21 | Cost Analysis Worksheet | 1209 | FIS 3-5 | 2007 | .5 | 02/02/09 | Shredded |
| 22 | Check Accountability Log | 1209 | FIS 6-0 | 2005 | .5 | 02/02/09 | Shredded |
| 23 | Check Accountability Form | 1209 | FIS 6-1 | 2007 | .5 | 02/02/09 | Shredded |
| 24 | Warrants - Closed | 1209 | OPS 3-1 | 2007 | .5 | 02/02/09 | Shredded |



Signature

94 / Barrack "W" McHenry
Installation

2/23/09
Date

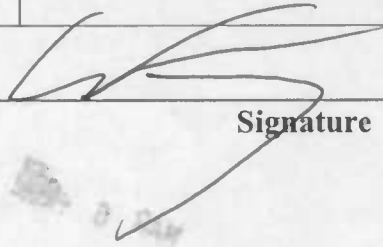
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| | | |
|---|--|---|
| Maryland State Police | DEPARTMENT OF GENERAL SERVICES | PREPARE IN DUPLICATE |
| (Reporting Agency) | RECORDS MANAGEMENT DIVISION | Retain one copy and forward original to address at left |
| 94 / Barrack "W" McHenry (Division or Unit) | 7275 Waterloo Road (Rte. 175) P.O. Box 275, Jessup, MD 20794-0275 | |

CERTIFICATE OF RECORDS DISPOSAL

| No. | Description of Records (Same Title as Listed on Schedule) | Retention Schedule No. | Item No. | Inclusive Dates of Records Destroyed | Vol. in Cubic Feet | Date of Disposal | Method of Disposal |
|-----|---|------------------------|----------|--------------------------------------|--------------------|------------------|--------------------|
| 25 | Warrant Case Assignment Log | 1209 | OPS 3-2 | 2003 | .5 | 02/02/09 | Shredded |
| 26 | Detention Log | 1209 | OPS 13 | 2005 | .5 | 02/02/09 | Shredded |
| 27 | Criminal and/or Other Summons Log | 1209 | OPS 15-1 | 2003 | .5 | 02/02/09 | Shredded |
| 28 | Incident Reports | 1209 | OPS 23 | 2005 | .5 | 02/02/09 | Shredded |
| 29 | Missing Person Report – Closed | 1209 | OPS 25-1 | 2005 | .5 | 02/02/09 | Shredded |
| 30 | Vehicle Report – Closed | 1209 | OPS 26-1 | 2005 | .5 | 02/02/09 | Shredded |
| 31 | Motor Vehicle Inventory Log | 1209 | OPS 27 | 2005 | .5 | 02/02/09 | Shredded |
| 32 | Tow Truck Service Applications | 1209 | OPS 28-1 | 2005 | .5 | 02/02/09 | Shredded |
| 33 | Accident Reports | 1209 | OP 35 | 2005 | .5 | 02/02/09 | Shredded |
| 34 | Detailed Crash Investigation Rpts. | 1209 | OPS 35-1 | 2003 | .5 | 02/02/09 | Shredded |
| 35 | Citation Bk. Issuance Ctrl. Ledger | 1209 | OPS 36 | 2005 | .5 | 02/02/09 | Shredded |
| 36 | Vehicle Pursuit Review | 1209 | OPS 37-3 | 2005 | .5 | 02/02/09 | Shredded |
| 37 | Disabled Vehicle Daily Log Sheet | 1209 | OPS 38 | 2005 | .5 | 02/02/09 | Shredded |


Signature

94 / Barrack "W" McHenry
Installation

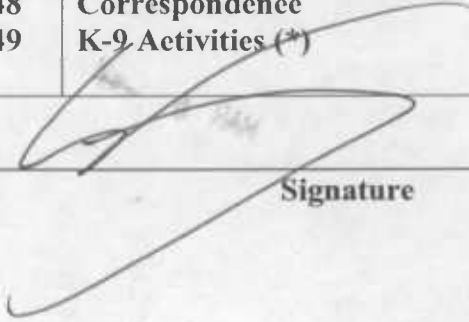
2/23/09
Date

MAR 6 209

| | | |
|---|---|--|
| Maryland State Police | DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 Waterloo Road (Rte. 175) P.O. Box 275, Jessup, MD 20794-0275 | PREPARE IN DUPLICATE |
| (Reporting Agency) | | Retain one copy and |
| 94 / Barrack "W" McHenry (Division or Unit) | | forward original to address at left |

CERTIFICATE OF RECORDS DISPOSAL

| No. | Description of Records (Same Title as Listed on Schedule) | Retention Schedule No. | Item No. | Inclusive Dates of Records Destroyed | Vol. in Cubic Feet | Date of Disposal | Method of Disposal |
|-----|---|------------------------|-----------|--------------------------------------|--------------------|------------------|--------------------|
| 38 | Alcohol Influence Summary | 1209 | OPS 41-2 | 2007 | .5 | 02/02/09 | Shredded |
| 39 | Preliminary Breath Test Log | 1209 | OPS 41-11 | 2005 | .5 | 02/02/09 | Shredded |
| 40 | DR-15A Book Issuance Control Ledger | 1209 | OPS 41-13 | 2005 | .5 | 02/02/09 | Shredded |
| 41 | Criminal Arrest Juvenile Detention Log | 1209 | OPS 53 | 2005 | .5 | 02/02/09 | Shredded |
| 42 | Monthly UCR Reports | 1209 | OPS 55 | 2007 | .5 | 02/02/09 | Shredded |
| 43 | Property Records – Closed | 1209 | OPS 56-1 | 2007 | .5 | 02/02/09 | Shredded |
| 44 | Property Record Control Log | 1209 | OPS 56-2 | 2003 | .5 | 02/02/09 | Shredded |
| 45 | MSP Installation Property Log | 1209 | OPS 56-3 | 2003 | .5 | 02/02/09 | Shredded |
| 46 | Alarm Log | 1209 | OPS 66 | 2004 | .5 | 02/02/09 | Shredded |
| 47 | Burglar and Telephone Alarm | 1209 | OPS 66-1 | 2004 | .5 | 02/02/09 | Shredded |
| 48 | Correspondence | 1209 | OPS 66-1 | 2004 | .5 | 02/02/09 | Shredded |
| 49 | K-9 Activities (*) | 1209 | OPS 68 | 2007 | .5 | 02/02/09 | Shredded |



Signature

94 / Barrack "W" McHenry
Installation

2/23/09
Date

MAR 6 2009

| | | |
|---|---|--|
| Maryland State Police | DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 Waterloo Road (Rte. 175) P.O. Box 275, Jessup, MD 20794-0275 | PREPARE IN DUPLICATE |
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CERTIFICATE OF RECORDS DISPOSAL

| No. | Description of Records (Same Title as Listed on Schedule) | Retention Schedule No. | Item No. | Inclusive Dates of Records Destroyed | Vol. in Cubic Feet | Date of Disposal | Method of Disposal |
|-----|---|------------------------|----------------------|--------------------------------------|--------------------|------------------|--------------------|
| 50 | Federal Agencies | 1209 | LIA 1 | 2005 | .5 | 02/02/09 | Shredded |
| 51 | State Agencies Excluding Courts | 1209 | LIA 2 | 2005 | .5 | 02/02/09 | Shredded |
| 52 | State Courts | 1209 | LIA 3 | 2005 | .5 | 02/02/09 | Shredded |
| 53 | Municipal Governments | 1209 | LIA 4 | 2005 | .5 | 02/02/09 | Shredded |
| 54 | County Governments\ | 1209 | LIA 5 | 2005 | .5 | 02/02/09 | Shredded |
| 55 | Requisition Log | 1209 | SUP 2-2 | 2006 | .5 | 02/02/09 | Shredded |
| 56 | Motor Vehicle Operation Reports | 1209 | SUP 3-1 | 2007 | .5 | 02/02/09 | Shredded |
| 57 | Organizations | 1209 | PR 1 | 2005 | .5 | 02/02/09 | Shredded |
| 58 | Press Releases | 1209 | PR 2 | 2007 | .5 | 02/02/09 | Shredded |
| 59 | Auxiliary Files (*) | 1209 | PER 5-1 thru 6-50 | 2007 | .5 | 02/02/09 | Shredded |
| 60 | Medical Records | | | | | | |
| | a. Form 175 | 1209 | | 2007 | .5 | 02/02/09 | Shredded |
| | b. Form 199 | 1209 | | 2005 | .5 | 02/02/09 | Shredded |

Signature 

94 / Barrack "W" McHenry
Installation

Date 2/23/09

(*) Revised 02/23/09

MAR 6 249

STATE RECORDS MANAGEMENT CENTER
 7275 Waterloo Road (Rte. 175)
 P.O. Box 275
 Jessup, Maryland 20794-0275

CERTIFICATE OF RECORDS DISPOSAL

Maryland State Police

Reporting Agency

Barrack B, Frederick

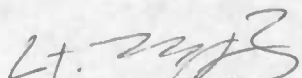
Division or Bureau

PREPARE IN DUPLICATE

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| No. | Description of Records Include Title and/or Form Number | Authorization For Disposal | | Inclusive Dates of Records Disposed of | Volume (Cubic Feet) | Date of Disposal | Method of Disposal |
|-----|--|-------------------------------|-------------|--|------------------------|---------------------|-----------------------|
| | | Retention Sched. No. | Item No. | | | | |
| 1 | Incident Report (Form 89) | 1209 | OPS 23-1 | Oct 05-Jan 06 | .5 | 1/30/09 | Shredded |
| 2 | Detention Log (Form 112) | " | OPS 13 | Sep 05-Jan 06 | .5 | " | " |
| 3 | Accident Report (Form 1) | " | OPS 35 | 2005 | 3.0 | " | " |
| 4 | D W I (Closed) (Form 32 Etc) | " | OPS 41-2 | 2007 | .4 | 2/6/09 | " |
| 5 | Warrants (Closed (Form 167) | " | OPS 3-2 | Nov 07-Jan 08 | .3 | " | " |
| 6 | Detailed Crash Inv. Report | " | OPS 35-1 | 2001-2002-2003 | 2.2 | 2/13/09 | " |
| 7 | Summons (Closed) (Form 167) | " | OPS 15-2 | Aug 07 - Jan 08 | .1 | 2/20/09 | " |
| 8 | Complaint Control Ledger | " | OPS 24 | 2004 | 1.3 | 2/26/09 | " |
| 9 | Abandoned Motor Vehicles (Form 91) | " | OPS 26-2 | 2005 | .3 | " | " |

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


 Michael J. Brady

Signature

Lt., Commanding

Title

02/26/09

Date

DGS 550-2

MAR 16 2009

DEPARTMENT OF GENERAL SERVICES
 STATE RECORDS MANAGEMENT CENTER
 7275 Waterloo Road (Rte. 175)
 P.O. Box 275
 Jessup, Maryland 20794-0275

CERTIFICATE OF RECORDS DISPOSAL

MARYLAND STATE POLICE

Reporting Agency

83 - PRINCE FREDERICK BARRACK "U"

Division or Bureau

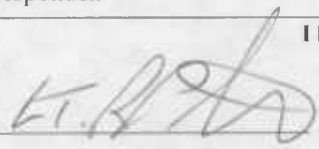
PREPARE IN DUPLICATE
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Page 1 of 9

| No. | Description of Records Include Title and/or Form Number | Authorization for Disposal | | Inclusive Dates of Records Disposed of | Volume (Cubic Feet) | Date of Disposal | Method of Disposal | |
|-----|--|-------------------------------|-------------|--|-------------------------|---------------------|-----------------------|--|
| | | Retention Sched. No. | Item No. | | | | | |
| 1 | Records Transmittal & Receipt (DGS 550-5) | 1209 | ADM 1-1* | 1983 | SEE LAST PAGE FOR TOTAL | January, 2009 | Incinerated | |
| 2 | Certificate of Record Disposal (DGS 550-2) | | ADM 1-2* | 2007 | | | | |
| 3 | 5-Year Report (DGS 550-6) | | ADM 1-3* | 2003 | | | | |
| 4 | General Orders - Inactive | | ADM 2* | 2005 | | | | |
| 5 | Special Orders - Inactive | | ADM 3-1* | 2005 | | | | |
| 6 | Memoranda - Inactive | | ADM 4-1* | 2005 | | | | |
| 7 | Status Reports | | ADM 5 | 2003 | | | | |
| 8 | Energy Conservation | | ADM 7 | 2005 | | | | |
| 9 | Statistical Surveys/Reports | | ADM 8 | 2002 | | | | |
| 10 | Daily Barrack/Radio Logs | | ADM 9 | 2005 | | | | |
| 11 | MILES Message Log | | ADM 10-2 | 2005 | | | | |
| 12 | Staff Inspections | | ADM 11 | 2006 | | | | |
| 13 | Command Meeting Minutes | | ADM 12 | 2005 | | | | |
| 14 | Local Meeting Minutes | | ADM 12-1 | 2005 | | | | |
| 15 | General Agency Correspondence | | ADM 14 | 2005 | | | | |

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

Lieutenant R. L. Stephens
 Signature



Lieutenant/Barrack Commander
 Title

01/15/2009
 Date

DGS 550-2

MAR 31 2009

DEPARTMENT OF GENERAL SERVICES
 STATE RECORDS MANAGEMENT CENTER
 7275 Waterloo Road (Rte. 175)
 P.O. Box 275
 Jessup, Maryland 20794-0275

CERTIFICATE OF RECORDS DISPOSAL

MARYLAND STATE POLICE

Reporting Agency

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Division or Bureau

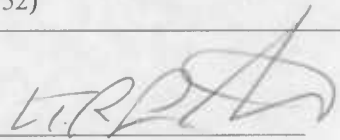
Page 2 of 9

| No. | Description of Records Include Title and/or Form Number | Authorization for Disposal | | Inclusive Dates of Records Disposed of | Volume (Cubic Feet) | Date of Disposal | Method of Disposal |
|-----|--|-------------------------------|-------------|--|-------------------------|---------------------|-----------------------|
| | | Retention Sched. No. | Item No. | | | | |
| 16 | MILES/NCIC Audit Reports | 1209 | ADM 15 | 2004 and 2006 | SEE LAST PAGE FOR TOTAL | January, 2009 | Incinerated |
| 17 | MILES/NCIC Validations | | ADM15-1 | 2007 | | | |
| 18 | NCIC Training Correspondence | | ADM 15-2 | 2006 | | | |
| 19 | MILES/NCIC/CJIS Surveys | | ADM 15-3 | 2006 | | | |
| 20 | Emergency Generator Inspection | | ADM 16-1 | 2007 | | | |
| 21 | Employee Work & Leave Reports | | PER 2* | 2007 | | | |
| 22 | Employee Payroll Authorization Summary | | PER 2-1* | 2007 | | | |
| 23 | Leave & Duty Schedules | | PER 3 | 2007 | | | |
| 24 | Overtime/Compensatory Time Authorization Record | | PER 4 | 2005 | | | |
| 25 | Performance Evaluations (161) | | PER 5-1 | 2003 | | | |
| 26 | Lost/Damaged Equipment (195) | | PER 5-2 | 2004 | | | |
| 27 | Request for Secondary Employment | | PER 5-9 | 2005 | | | |
| 28 | Donation of Sick Leave (201) | | PER 5-10* | 2007 | | | |
| 29 | Request for Training (9) | | PER 5-12* | 2005 | | | |
| 30 | Inspection Report (152) | | PER 5-15 | 2007 | | | |

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

Lieutenant R. L. Stephens

Signature



Lieutenant/Barrack Commander

Title

01/15/2009

Date

DGS 550-2

APR 31 2005

DEPARTMENT OF GENERAL SERVICES
 STATE RECORDS MANAGEMENT CENTER
 7275 Waterloo Road (Rte. 175)
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CERTIFICATE OF RECORDS DISPOSAL

MARYLAND STATE POLICE

Reporting Agency

83 - PRINCE FREDERICK BARRACK AU@

Division or Bureau

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Page 3 of 9

Authorization
 for Disposal

| No. | Description of Records Include Title and/or Form Number | Retention Sched. No. | Item No. | Inclusive Dates of Records Disposed of | Volume (Cubic Feet) | Date of Disposal | Method of Disposal |
|-----|--|-------------------------|-------------|--|-------------------------|---------------------|-----------------------|
| 31 | Personnel Counseling (165) | 1209 | PER 5-16* | 2005 | SEE LAST PAGE FOR TOTAL | January, 2009 | Incinerated |
| 32 | Job Observation Records (164/164A) | | PER 5-51 | 2005 | | | |
| 33 | Donation of Sick Leave (201) | | PER 6-3* | 2005 | | | |
| 34 | Personnel Counseling Form (165) | | PER 6-6* | 2003 | | | |
| 35 | Request for Secondary Employment (168) | | PER 6-9 | 2003 | | | |
| 36 | Bilingual Pay Request (220) | | PER 7* | 2003 | | | |
| 37 | Request fo Fill Vacancy | | PER 11-4* | 2005 | | | |
| 38 | Working Fund | | FIS 1* | 2007 | | | |
| 39 | Invoices Forwarded for Payment | | FIS2* | 2007 | | | |
| 40 | Budget Requests Authorized | | FIS 3* | 2003 | | | |
| 41 | Capital Equipment Inventory & Improvements | | FIS 3-1* | 2005 | | | |
| 42 | Ordnance Equipment Inventory | | FIS 3-3* | 2005 | | | |
| 43 | Tactical Equipment Inventory | | FIS 3-4* | 2005 | | | |
| 44 | Cost Analysis Worksheet (138) | | FIS 3-5 | 2007 | | | |
| 45 | Audit Report | | FIS 4* | 2005 | | | |

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

Lieutenant R. L. Stephens
 Signature



Lieutenant/Barrack Commander
 Title

01/15/2009
 Date

DGS 550-2

MAR 21 2005

DEPARTMENT OF GENERAL SERVICES
 STATE RECORDS MANAGEMENT CENTER
 7275 Waterloo Road (Rte. 175)
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CERTIFICATE OF RECORDS DISPOSAL

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MARYLAND STATE POLICE

Reporting Agency

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Division or Bureau

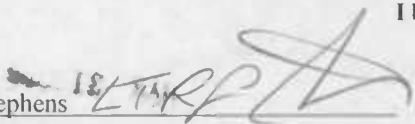
Page 4 of 9

| No. | Description of Records Include Title and/or Form Number | Authorization for Disposal | | Inclusive Dates of Records Disposed of | Volume (Cubic Feet) | Date of Disposal | Method of Disposal |
|-----|--|-------------------------------|-------------|--|-------------------------|---------------------|-----------------------|
| | | Retention Sched. No. | Item No. | | | | |
| 46 | Contracts | 1209 | FIS 5-0 | 2005 | SEE LAST PAGE FOR TOTAL | January, 2009 | Incinerated |
| 47 | Check Accountability Log | | FIS 6-0 | 2005 | | | |
| 48 | Check Accountability Form | | FIS 6-1* | 2007 | | | |
| 49 | Reimbursable Overtime Projects | | FIS 7-0 | 2007 | | | |
| 50 | Motor Vehicle Administration | | OPS 1* | 2007 | | | |
| 51 | Applicant Investigations | | OPS 2* | 2005 | | | |
| 52 | Warrants (closed) | | OPS 3-1 | 2007 | | | |
| 53 | Warrant Case Assignment Log | | OPS 3-2 | 2003 | | | |
| 54 | Correctional Officers Log | | OPS 4 | 2005 | | | |
| 55 | Special Police Commission Log | | OPS 5 | 2005 | | | |
| 56 | Special Police Commission Investigation File | | OPS 5-1 | 2005 | | | |
| 57 | Private Detective Log | | OPS 6 | 2005 | | | |
| 58 | Private Investigators File | | OPS 6-1 | 2005 | | | |
| 59 | Guard Clearance Log | | OPS 6-2 | 2005 | | | |
| 60 | All Other Applicant Investigations Log | | OPS 7 | 2005 | | | |

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

DGS 550-2

Lieutenant R. L. Stephens
 Signature



Lieutenant/Barrack Commander
 Title

01/15/2009
 Date

MAR 31 ~~2008~~ 2009

DEPARTMENT OF GENERAL SERVICES
 STATE RECORDS MANAGEMENT CENTER
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Division or Bureau

Page 5 of 9

| No. | Description of Records Include Title and/or Form Number | Authorization for Disposal | | Inclusive Dates of Records Disposed of | Volume (Cubic Feet) | Date of Disposal | Method of Disposal |
|-----|--|-------------------------------|-------------|--|-------------------------|---------------------|-----------------------|
| | | Retention Sched. No. | Item No. | | | | |
| 61 | Aeronautics Log | 1209 | OPS 8 | 2005 | SEE LAST PAGE FOR TOTAL | January, 2009 | Incinerated |
| 62 | Firearms Dealers Log | | OPS 9 | 2005 | | | |
| 63 | Application to Purchase or Transfer Pistol/Revolvers | | OPS 10 | 2007 | | | |
| 64 | Application to Purchase or Transfer Pistol/Revolvers Log | | OPS 10-1 | 2003 | | | |
| 65 | Handgun Permit Log | | OPS 11 | 2005 | | | |
| 66 | Handgun Permit Application Investigation Form | | OPS 11-4 | 2007 | | | |
| 67 | Firearms Report | | OPS 12 | 2007 | | | |
| 68 | Detention Log | | OPS 13 | 2005 | | | |
| 69 | Criminal and/or Other Summons | | OPS 15 | 2007 | | | |
| 70 | Criminal and/or Other Summons Log | | OPS 15-1 | 2003 | | | |
| 71 | Criminal and/or other Summons – Closed | | OPS 15-2 | 2007 | | | |
| 72 | MSP Court Notification Log | | OPS 15-3 | 2007 | | | |
| 73 | Secondhand Precious Metals & Gems Dealers Licenses | | OPS 19 | 2007 | | | |
| 74 | Criminal Investigator Caseload Ledger | | OPS 21-1 | 2005 | | | |
| 75 | Incident Reports - Closed | | OPS 23 | 2005 | | | |

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

Lieutenant R. L. Stephens
 Signature



Lieutenant/Barrack Commander
 Title

01/15/2009
 Date

DGS 550-2

MAR 31 ~~2008~~ 2009

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Division or Bureau

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| No. | Description of Records Include Title and/or Form Number | Authorization for Disposal | | Inclusive Dates of Records Disposed of | Volume (Cubic Feet) | Date of Disposal | Method of Disposal |
|-----|--|-------------------------------|-------------|--|-------------------------|---------------------|-----------------------|
| | | Retention Sched. No. | Item No. | | | | |
| 76 | Crime Prevention Reports | 1209 | OPS 23-1 | 2005 | SEE LAST PAGE FOR TOTAL | January, 2009 | Incinerated |
| 77 | Vehicle Inspection Program Reports | | OPS 23-3 | 2005 | | | |
| 78 | Consent to Search & Seize (no contraband seized) | | OPS 24-4 | 2007 | | | |
| 79 | Missing Person Report (closed) | | OPS 25-1 | 2005 | | | |
| 80 | Vehicle Reports (Closed) | | OPS 26-1 | 2005 | | | |
| 81 | Abandoned Motor Vehicle (Closed) | | OPS 26-3 | 2005 | | | |
| 82 | Motor Vehicle Inventory Log | | OPS 27 | 2005 | | | |
| 83 | Tow Truck Service Application (Closed) | | OPS 28-1 | 2005 | | | |
| 84 | Towing Request Distribution Forms (Form 189) | | OPS 28-2 | 2007 | | | |
| 85 | Accident Reports | | OPS 35 | 2005 | | | |
| 86 | Detailed Crash Investigation Reports | | OPS 35-1 | 2003 | | | |
| 87 | Citation Book Issuance Control Ledger | | OPS 36 | 2005 | | | |
| 88 | Vehicle pursuit Review (114) | | OPS 37-3 | 2005 | | | |
| 89 | Disabled Vehicle Daily Log Sheet | | OPS 38 | 2005 | | | |
| 90 | Driving While Intoxicated Cases - Closed | | OPS 41-1 | 2007 | | | |

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

Lieutenant R. L. Stephens

Signature 

Lieutenant/Barrack Commander

Title

01/15/2009

Date

DGS 550-2

MAR 31 2009

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| No. | Description of Records Include Title and/or Form Number | Authorization for Disposal | | Inclusive Dates of Records Disposed of | Volume (Cubic Feet) | Date of Disposal | Method of Disposal |
|-----|--|-------------------------------|-------------|--|--------------------------------|---------------------|-----------------------|
| | | Retention Sched. No. | Item No. | | | | |
| 91 | Alcohol Influence Summary | 1209 | OPS 41-2 | 2007 | SEE LAST PAGE FOR TOTAL | January, 2009 | Incinerated |
| 92 | Breath Testing Instrument Report | | OPS 41-3 | 2005 | | | |
| 93 | Alcohol Testing Program Log | | OPS 41-7 | 2005 | | | |
| 94 | Preliminary Breath Test Log | | OPS 41-11 | 2005 | | | |
| 95 | DR-15A Book Issuance Control Ledger | | OPS 41-13 | 2005 | | | |
| 96 | DR-15A - Allied Law Enforcement Agencies | | OPS 41-14 | 2007 | | | |
| 97 | Criminal Arrest Juvenile Detention Log | | OPS 53 | 2005 | | | |
| 98 | Semi-Annual Report on Juveniles | | OPS 53-1 | 2005 | | | |
| 99 | Monthly UCR Reports | | OPS 55 | 2007 | | | |
| 100 | Property Records (Closed) | | OPS 56-1* | 2007 | | | |
| 101 | Property Record Control Log | | OPS 56-2 | 2003 | | | |
| 102 | MSP Installation Property Log | | OPS 56-3 | 2003 | | | |
| 103 | Alarm Log | | OPS 66 | 2004 | | | |
| 104 | Burglar & Telephone Alarm Correspondence | | OPS 66-1 | 2004 | | | |
| 105 | Alarm Record | | OPS 66-2 | 2007 | | | |

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

Lieutenant R. I. Stephens

Signature HAM

Lieutenant/Barrack Commander

Title

01/15/2009

Date

DGS 550-2

MAR 31 ~~2009~~ 2009

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| No. | Description of Records Include Title and/or Form Number | Authorization for Disposal | | Inclusive Dates of Records Disposed of | Volume (Cubic Feet) | Date of Disposal | Method of Disposal |
|-----|---|-------------------------------|-------------|--|-------------------------|---------------------|-----------------------|
| | | Retention Sched. No. | Item No. | | | | |
| 106 | K-9 Activities | 1209 | OPS 68 | 2007 | SEE LAST PAGE FOR TOTAL | January, 2009 | Incinerated |
| 107 | K-9 Activity Summary (Form 40) | | OPS 68-1 | 2007 | | | |
| 108 | K-9 Handlers Daily Activity Report (Form 41) | | OPS 68-2 | 2007 | | | |
| 109 | Audio/Visual Recording (83) | | OPS 69 | 2000 | | | |
| 110 | Video Tape Log (Form 83) | | OPS 69-1 | 1003 | | | |
| 111 | Video Tape Review Reports (Form 83R) | | OPS 69-2 | 2004 | | | |
| 112 | Child Passenger Safety Seat Loaner Program | | OPS 70 | 2004 | | | |
| 113 | Commander's Monthly Review of Traffic & Search Reports (Form 226) | | OPS 87 | 1998 | | | |
| 114 | Grants | | OPS 88 | 2005 | | | |
| 115 | Federal Agencies | | LIA 1* | 2005 | | | |
| 116 | State Courts | | LIA 2* | 2005 | | | |
| 117 | Municipal Courts | | LIA 3* | 2005 | | | |
| 118 | County Governments | | LIA 4* | 2005 | | | |
| 119 | Requisition Log | | LIA 5* | 2005 | | | |
| 120 | Motor Vehicle Operation Reports | | SUP 3-1 | 2007 | | | |
| 121 | Tactical Supplies Inventory - Non-Capital Equipment | | SUP 5* | 2005 | | | |
| 122 | Organizations | | PR 1* | 2007 | | | |

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

Lieutenant R. L. Stephens
 Signature



Lieutenant/Barrack Commander
 Title

01/15/2009
 Date

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| No. | Description of Records Include Title and/or Form Number | Authorization for Disposal | | Inclusive Dates of Records Disposed of | Volume (Cubic Feet) | Date of Disposal | Method of Disposal | |
|-----|--|-------------------------------|-------------|--|------------------------|---------------------|-----------------------|--|
| | | Retention Sched. No. | Item No. | | | | | |
| 123 | Press Releases (local/HQ) | 1209 | PR 2 | 2007 | Total: 26.c.f. | January, 2009 | Incinerated | |
| 124 | Public Inquiries & Requests | | PR 4* | 2005 | | | | |
| 125 | Academies & Special Courses | | TNG 1 | 2007 | | | | |
| 126 | College Programs (on campus) | | TNG 2 | 2007 | | | | |
| 127 | Tactical Training | | TNG 4* | 2005 | | | | |
| 128 | Ad-Hoc Recommendations | | TNG 5* | 2007 | | | | |
| 129 | Medical Status/Medication Report | | MED 2* | 2005 | | | | |
| 130 | Duty-Related Illness/Injury | | MED 3* | 2005 | | | | |
| | | | | | | | | |
| | | | | | | | | |

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

Lieutenant R. L. Stephens
 Signature



Lieutenant/Barrack Commander
 Title

01/15/2009
 Date

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|-----|--|------------------------|--------------|--|------------------------|------------------|--------------------|
| | | Retention Schedule No. | Item No. | | | | |
| 1. | Motor Vehicle Citations | | | | | | |
| | a. Citations and Voided Citations, Transmittal, Tally and Disposition Sheets | 971-30 | 3000 | Jan - Dec 2004 | (3.75 Cubic Ft.) | 03/30/09 | Shredder |
| 2. | Accident Report File | 971-30 | 3001 | Jan - Dec 2003 | | 03/30/09 | Shredder |
| | a. Microfilm Cartridges | 971-30 | 3001 | Jan - Dec 2003 | 52 Reels 1 Box (18x12) | 03/26/09 | Incinerator |
| | b. Cash receipts Transmittals | 971-30 | 3001 | n/a | n/a | | |
| | c. Monthly Billing Transmittals | 971-30 | 3001 | Jan - Dec 2003 | 1 Box (18x12) | 03/27/09 | Shredder |
| 3. | Accident Negative File - (Non-Fatals) | 971-30 | 3002 | Jan - Dec 2003 | 1 Box (18x12) | 03/27/09 | Shredder |
| 4. | Criminal Investigation Reports | 971-30 | OPS-24 | Jan - Dec 2003 | 56 Cubic Ft. | 04/02/09 | Shredder |
| 5. | Uniform Crime Reporting Correspondence Files | 971-30 | 3004 | Jan - Dec 2003 | 4 Cubic Ft. | 04/02/09 | Shredder |

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


Signature

Division Director

Title

05/19/09

Date

11-15-20

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|-----|-----------------------------------|--|-----------------------------|--|------------------------|---------------------|-----------------------|
| 6. | Uniform Crime Reports (UCR Files) | 971-30 | 3005-01 | Jan - Dec | 4 Cubic Ft. | 04-02-09 | Trash |
| | | 971-30 | 3005-02 | Jan - Dec | 4 Cubic Ft. | 04-02-09 | Trash |
| | | 971-30 | 3005-04 | Jan - Dec | 4 Cubic Ft. | 04-02-09 | Trash |
| | | 971-30 | 3005-05 | Jan - Dec | 4 Cubic Ft. | 04-02-09 | Trash |
| | | 971-30 | 3005-06 | Jan - Dec | 4 Cubic Ft. | 04-02-09 | Trash |
| | | 971-30 | 3005-07 | Jan - Dec | 4 Cubic Ft. | 04-02-09 | Shredded |
| | | 971-30 | 3005-09 | Jan - Dec | 4 Cubic Ft. | 04-02-09 | Trash |
| | | 971-30 | 3005-10 | Jan - Dec | 4 Cubic Ft. | 04-02-09 | Trash |
| | | 971-30 | 3005-11 | Jan - Dec | 4 Cubic Ft. | 04-02-09 | Trash |
| | | 971-30 | 3005-12 | Jan - Dec | 4 Cubic Ft. | 04-02-09 | Trash |
| | | 971-30 | 3005-13 | Jan - Dec | 4 Cubic Ft. | 04-02-09 | Trash |

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Signature

Division Director
Title

05/19/09
Date

10/10/10

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MAY 20 2009 SMC

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Barrack "B", Frederick

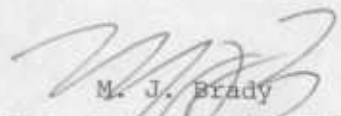
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|-----|--|-------------------------------|-------------|--|------------------------|---------------------|-----------------------|
| | | Retention Schd. No. | Item No. | | | | |
| 1 | Criminal Complaint Ledgers | 1209 | OPS 21 | 2003-2004 | 4.0 | 3/27/09 | Shredded |
| 2 | Juvenile Detention Log (112) | " | OPS 53 | Jul 05 - May 06 | .1 | 5/31/09 | " |
| 3 | Missing Persons (Closed) (79) | " | OPS 25-1 | Apr-May 2006 | .1 | 5/31/09 | " |
| 4 | Incident Report (89) | " | OPS 23-1 | May-Jun 2006 | .3 | 6/26/09 | " |
| 5 | Detention Log (112) | " | OPS 13 | Mar-Jul 2006 | .4 | 7/31/09 | " |
| 6 | DWI (Closed) (32, etc) | " | OPS 41-1 | Jan-Aug 2008 | 1.0 | 8/4/09 | " |
| 7 | Warnings | " | OPS 37 | Nov 05 - Jan 06 | .5 | 8/4/09 | " |
| 8 | Warrants (closed) (167) | " | OPS 3-2 | Mar-Aug 2008 | 1.4 | 8/26/09 | " |

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


 M. J. Brady
 Signature

Lieut., Commanding

Title

9/10/09
 Date

DGS 550-2

4/12

50/10

SEP 24 2WS

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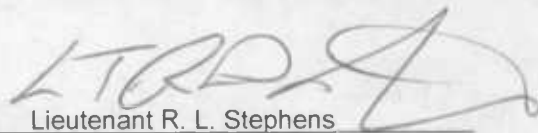
Division or Bureau

Page 1 of 1

| No. | Description of Records Include title and/or Form Number | Authorization for Disposal | | Inclusive Dates of Records Disposed of | Volume (Cubic Feet) | Date of Disposal | Method of Disposal |
|-----|--|-------------------------------|-------------|--|-------------------------|---------------------|-----------------------|
| | | Retention Sched. No. | Item No. | | | | |
| 1 | Records Transmittal & Receipt (DGS 550-5) | 1209 | ADM 1-1* | 1984 | SEE LAST PAGE FOR TOTAL | January, 2010 | Incinerated |
| 2 | Certificate of Record Disposal (DGS 550-2) | 1209 | ADM 1-2* | 2008 | SEE LAST PAGE FOR TOTAL | January, 2010 | Incinerated |
| 3 | 5-Year Report (DGS 550-6) | 1209 | ADM 1-3* | 2004 | SEE LAST PAGE FOR TOTAL | January, 2010 | Incinerated |
| 4 | General Orders - Inactive | 1209 | ADM 2* | 2006 | SEE LAST PAGE FOR TOTAL | January, 2010 | Incinerated |
| 5 | Special Orders - Inactive | 1209 | ADM 3-1* | 2006 | SEE LAST PAGE FOR TOTAL | January, 2010 | Incinerated |
| 6 | Memoranda - Inactive | 1209 | ADM 4-1* | 2006 | SEE LAST PAGE FOR TOTAL | January, 2010 | Incinerated |
| 7 | Status Reports | 1209 | ADM 5 | 2004 | SEE LAST PAGE FOR TOTAL | January, 2010 | Incinerated |
| 8 | Energy Conservation | 1209 | ADM 7 | 2006 | SEE LAST PAGE FOR TOTAL | January, 2010 | Incinerated |
| 9 | Statistical Surveys/Reports | 1209 | ADM 8 | 2003 | SEE LAST PAGE FOR TOTAL | January, 2010 | Incinerated |
| 10 | Daily Barrack/Radio Logs | 1209 | ADM 9 | 2006 | SEE LAST PAGE FOR TOTAL | January, 2010 | Incinerated |
| 11 | MILES Message Log | 1209 | ADM 10-2 | 2006 | SEE LAST PAGE FOR TOTAL | January, 2010 | Incinerated |
| 12 | Staff Inspections | 1209 | ADM 11 | 2007 | SEE LAST PAGE FOR TOTAL | January, 2010 | Incinerated |
| 13 | Command Meeting Minutes | 1209 | ADM 12 | 2006 | SEE LAST PAGE FOR TOTAL | January, 2010 | Incinerated |
| 14 | Local Meeting Minutes | 1209 | ADM 12-1 | 2006 | SEE LAST PAGE FOR TOTAL | January, 2010 | Incinerated |
| 15 | General Agency Correspondence | 1209 | ADM 14 | 2006 | SEE LAST PAGE FOR TOTAL | January, 2010 | Incinerated |

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DGS 550-2



Lieutenant R. L. Stephens

Signature

Lieutenant/Barrack Commander

Title

1/12/2010

Date

MAR 16 2010

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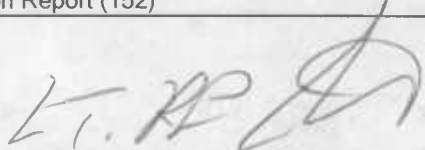
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| No. | Description of Records Include title and/or Form Number | Authorization for Disposal | | Inclusive Dates of Records Disposed of | Volume (Cubic Feet) | Date of Disposal | Method of Disposal |
|-----|--|-------------------------------|-------------|--|-------------------------|---------------------|-----------------------|
| | | Retention Sched. No. | Item No. | | | | |
| 16 | MILES/NCIC Audit Reports | 1209 | ADM 15 | 2005 & 2007 | SEE LAST PAGE FOR TOTAL | January, 2010 | Incinerated |
| 17 | MILES/NCIC Validations | 1209 | ADM 15-1 | 2008 | SEE LAST PAGE FOR TOTAL | January, 2010 | Incinerated |
| 18 | NCIC Training Correspondence | 1209 | ADM 15-2 | 2007 | SEE LAST PAGE FOR TOTAL | January, 2010 | Incinerated |
| 19 | MILES/NCIC/CJIS Surveys | 1209 | ADM 15-3 | 2007 | SEE LAST PAGE FOR TOTAL | January, 2010 | Incinerated |
| 20 | Emergency Generator Inspection | 1209 | ADM 16-1 | 2008 | SEE LAST PAGE FOR TOTAL | January, 2010 | Incinerated |
| 21 | Firearms Inventory | 1209 | ADM 17 | 2008 | SEE LAST PAGE FOR TOTAL | January, 2010 | Incinerated |
| 22 | Employee Work & Leave Reports | 1209 | PER 2* | 2008 | SEE LAST PAGE FOR TOTAL | January, 2010 | Incinerated |
| 23 | Employee Payroll Authorization Summary | 1209 | PER 2-1* | 2008 | SEE LAST PAGE FOR TOTAL | January, 2010 | Incinerated |
| 24 | Leave & Duty Schedules | 1209 | PER 3 | 2008 | SEE LAST PAGE FOR TOTAL | January, 2010 | Incinerated |
| 25 | Overtime/Compensatory Time Auth. Record | 1209 | PER 4 | 2006 | SEE LAST PAGE FOR TOTAL | January, 2010 | Incinerated |
| 26 | Performance Evaluations (161) | 1209 | PER 5-1 | 2004 | SEE LAST PAGE FOR TOTAL | January, 2010 | Incinerated |
| 27 | Lost/Damaged Equipment (195) | 1209 | PER 5-2 | 2005 | SEE LAST PAGE FOR TOTAL | January, 2010 | Incinerated |
| 28 | Request for Secondary Employment | 1209 | PER 5-9 | 2006 | SEE LAST PAGE FOR TOTAL | January, 2010 | Incinerated |
| 29 | Donation of Sick Leave (201) | 1209 | PER 5-10* | 2008 | SEE LAST PAGE FOR TOTAL | January, 2010 | Incinerated |
| 30 | Request for Training (9) | 1209 | PER 5-12* | 2006 | SEE LAST PAGE FOR TOTAL | January, 2010 | Incinerated |
| 31 | Inspection Report (152) | 1209 | PER 5-15 | 2008 | SEE LAST PAGE FOR TOTAL | January, 2010 | Incinerated |

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

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Lieutenant R. L. Stephens

Signature

Lieutenant/Barrack Commander

Title

1/12/2010

Date

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|-----|--|-------------------------------|-------------|--|-------------------------|---------------------|-----------------------|
| | | Retention Sched. No. | Item No. | | | | |
| 32 | Personnel Counseling (165) | 1209 | PER 5-16* | 2006 | SEE LAST PAGE FOR TOTAL | January, 2010 | Incinerated |
| 33 | Job Observation Records (164/164A) | 1209 | PER 5-51 | 2006 | SEE LAST PAGE FOR TOTAL | January, 2010 | Incinerated |
| 34 | Donation of Sick Leave (201) | 1209 | PER 6-3* | 2006 | SEE LAST PAGE FOR TOTAL | January, 2010 | Incinerated |
| 35 | Personnel Counseling Form (165) | 1209 | PER 6-6* | 2006 | SEE LAST PAGE FOR TOTAL | January, 2010 | Incinerated |
| 36 | Request for Secondary Employment (168) | 1209 | PER 6-9 | 2006 | SEE LAST PAGE FOR TOTAL | January, 2010 | Incinerated |
| 37 | Bilingual Pay Request (220) | 1209 | PER 7* | 2006 | SEE LAST PAGE FOR TOTAL | January, 2010 | Incinerated |
| 38 | Request to Fill Vacancy | 1209 | PER 11-4* | 2006 | SEE LAST PAGE FOR TOTAL | January, 2010 | Incinerated |
| 39 | Working Fund | 1209 | FIS 1* | 2008 | SEE LAST PAGE FOR TOTAL | January, 2010 | Incinerated |
| 40 | Invoices Forwarded for Payment | 1209 | FIS 2* | 2008 | SEE LAST PAGE FOR TOTAL | January, 2010 | Incinerated |
| 41 | Budget Requests Authorized | 1209 | FIS 3* | 2004 | SEE LAST PAGE FOR TOTAL | January, 2010 | Incinerated |
| 42 | Capital Equipment Inventory & Improvements | 1209 | FIS 3-1* | 2006 | SEE LAST PAGE FOR TOTAL | January, 2010 | Incinerated |
| 43 | Ordnance Equipment Inventory | 1209 | FIS 3-3* | 2006 | SEE LAST PAGE FOR TOTAL | January, 2010 | Incinerated |
| 44 | Tactical Equipment Inventory | 1209 | FIS 3-4* | 2006 | SEE LAST PAGE FOR TOTAL | January, 2010 | Incinerated |
| 45 | Cost Analysis Worksheet (138) | 1209 | FIS 3-5 | 2008 | SEE LAST PAGE FOR TOTAL | January, 2010 | Incinerated |
| 46 | Audit Report | 1209 | FIS 4* | 2006 | SEE LAST PAGE FOR TOTAL | January, 2010 | Incinerated |

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DGS 550-2


 Lieutenant R. L. Stephens

Signature

 Lieutenant/Barrack Commander

Title

1/12/2010

Date

MAR 16 2010

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 STATE RECORDS MANAGEMENT CENTER
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|-----|--|-------------------------------|-------------|--|-------------------------|---------------------|-----------------------|
| | | Retention Sched. No. | Item No. | | | | |
| 47 | Contracts | 1209 | FIS 5-0 | 2006 | SEE LAST PAGE FOR TOTAL | January, 2010 | Incinerated |
| 48 | Sex Offender Registration Log (Form 211) | 1209 | FIS 5-2 | 2006 | SEE LAST PAGE FOR TOTAL | January, 2010 | Incinerated |
| 49 | Check Accountability Log | 1209 | FIS 6-0 | 2006 | SEE LAST PAGE FOR TOTAL | January, 2010 | Incinerated |
| 50 | Check Accountability Form | 1209 | FIS 6-1* | 2008 | SEE LAST PAGE FOR TOTAL | January, 2010 | Incinerated |
| 51 | Reimbursable Overtime Projects | 1209 | FIS 7-0 | 2008 | SEE LAST PAGE FOR TOTAL | January, 2010 | Incinerated |
| 52 | Motor Vehicle Administration | 1209 | OPS 1* | 2008 | SEE LAST PAGE FOR TOTAL | January, 2010 | Incinerated |
| 53 | Applicant Investigations | 1209 | OPS 2* | 2006 | SEE LAST PAGE FOR TOTAL | January, 2010 | Incinerated |
| 54 | Warrants (closed) | 1209 | OPS 3-1 | 2008 | SEE LAST PAGE FOR TOTAL | January, 2010 | Incinerated |
| 55 | Warrant Case Assignment Log | 1209 | OPS 3-2 | 2004 | SEE LAST PAGE FOR TOTAL | January, 2010 | Incinerated |
| 56 | Correctional Officers Log | 1209 | OPS 4 | 2006 | SEE LAST PAGE FOR TOTAL | January, 2010 | Incinerated |
| 57 | Special Police Commission Log | 1209 | OPS 5 | 2006 | SEE LAST PAGE FOR TOTAL | January, 2010 | Incinerated |
| 58 | Special Police Commission Invest. File | 1209 | OPS 5-1 | 2006 | SEE LAST PAGE FOR TOTAL | January, 2010 | Incinerated |
| 59 | Private Detective Log | 1209 | OPS 6 | 2006 | SEE LAST PAGE FOR TOTAL | January, 2010 | Incinerated |
| 60 | Private Investigators File | 1209 | OPS 6-1 | 2006 | SEE LAST PAGE FOR TOTAL | January, 2010 | Incinerated |
| 61 | Guard Clearance Log | 1209 | OPS 6-2 | 2006 | SEE LAST PAGE FOR TOTAL | January, 2010 | Incinerated |
| 62 | All Other Applicant Investigations Log | 1209 | OPS 7 | 2006 | SEE LAST PAGE FOR TOTAL | January, 2010 | Incinerated |

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

DGS 550-2


 Lieutenant R. L. Stephens

Signature

 Lieutenant/Barrack Commander

Title

1/12/2010

Date

MAR 16 2010

DEPARTMENT OF GENERAL SERVICES
 STATE RECORDS MANAGEMENT CENTER
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Reporting Agency

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83 - PRINCE FREDERICK BARRACK "U"

Division or Bureau

Page 5 of 9

| No. | Description of Records Include title and/or Form Number | Authorization for Disposal | | Inclusive Dates of Records Disposed of | Volume (Cubic Feet) | Date of Disposal | Method of Disposal |
|-----|--|-------------------------------|-------------|--|-------------------------|---------------------|-----------------------|
| | | Retention Sched. No. | Item No. | | | | |
| 63 | Aeronautics Log | 1209 | OPS 8 | 2006 | SEE LAST PAGE FOR TOTAL | January, 2010 | Incinerated |
| 64 | Firearms Dealers Log | 1209 | OPS 9 | 2006 | SEE LAST PAGE FOR TOTAL | January, 2010 | Incinerated |
| 65 | Application to Purchase or Transfer Pistol/Revolvers | 1209 | OPS 10 | 2008 | SEE LAST PAGE FOR TOTAL | January, 2010 | Incinerated |
| 66 | Application to Purchase or Transfer Pistol/Revolvers Log | 1209 | OPS 10-1 | 2004 | SEE LAST PAGE FOR TOTAL | January, 2010 | Incinerated |
| 67 | Handgun Permit Log | 1209 | OPS 11 | 2006 | SEE LAST PAGE FOR TOTAL | January, 2010 | Incinerated |
| 68 | Handgun Permit Application Investigation Form | 1209 | OPS 11-4 | 2008 | SEE LAST PAGE FOR TOTAL | January, 2010 | Incinerated |
| 69 | Firearms Report | 1209 | OPS 12 | 2008 | SEE LAST PAGE FOR TOTAL | January, 2010 | Incinerated |
| 70 | Detention Log | 1209 | OPS 13 | 2006 | SEE LAST PAGE FOR TOTAL | January, 2010 | Incinerated |
| 71 | Criminal and/or Other Summons | 1209 | OPS 15 | 2008 | SEE LAST PAGE FOR TOTAL | January, 2010 | Incinerated |
| 72 | Criminal and/or Other Summons Log | 1209 | OPS 15-1 | 2004 | SEE LAST PAGE FOR TOTAL | January, 2010 | Incinerated |
| 73 | Criminal and/or other Summons - Closed | 1209 | OPS 15-2 | 2008 | SEE LAST PAGE FOR TOTAL | January, 2010 | Incinerated |
| 74 | MSP Court Notification Log | 1209 | OPS 15-3 | 2008 | SEE LAST PAGE FOR TOTAL | January, 2010 | Incinerated |
| 75 | Secondhand Precious Metals & Gems Dealers Licenses | 1209 | OPS 19 | 2008 | SEE LAST PAGE FOR TOTAL | January, 2010 | Incinerated |
| 76 | Criminal Investigator Caseload Ledger | 1209 | OPS 21-1 | 2006 | SEE LAST PAGE FOR TOTAL | January, 2010 | Incinerated |
| 77 | Incident Reports - Closed | 1209 | OPS 23 | 2006 | SEE LAST PAGE FOR TOTAL | January, 2010 | Incinerated |

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DGS 550-2


 Lieutenant R. L. Stephens

Signature

Lieutenant/Barrack Commander

Title

1/12/2010

Date

MAR 16 2010

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| No. | Description of Records Include Title and/or Form Number | Authorization for Disposal | | Inclusive Dates of Records Disposed of | Volume (Cubic Feet) | Date of Disposal | Method of Disposal |
|-----|--|-------------------------------|-------------|--|-------------------------|---------------------|-----------------------|
| | | Retention Sched. No. | Item No. | | | | |
| 78 | Crime Prevention Reports | 1209 | OPS 23-1 | 2006 | SEE LAST PAGE FOR TOTAL | January, 2010 | Incinerated |
| 79 | Vehicle Inspection Program Reports | 1209 | OPS 23-3 | 2006 | SEE LAST PAGE FOR TOTAL | January, 2010 | Incinerated |
| 80 | Consent to Search & Seize (no contraband seized) | 1209 | OPS 24-4 | 2008 | SEE LAST PAGE FOR TOTAL | January, 2010 | Incinerated |
| 81 | Missing Person Report (Closed) | 1209 | OPS 25-1 | 2006 | SEE LAST PAGE FOR TOTAL | January, 2010 | Incinerated |
| 82 | Vehicle Reports (Closed) | 1209 | OPS 26-1 | 2006 | SEE LAST PAGE FOR TOTAL | January, 2010 | Incinerated |
| 83 | Abandoned Motor Vehicle (Closed) | 1209 | OPS 26-3 | 2006 | SEE LAST PAGE FOR TOTAL | January, 2010 | Incinerated |
| 84 | Motor Vehicle Inventory Log | 1209 | OPS 27 | 2006 | SEE LAST PAGE FOR TOTAL | January, 2010 | Incinerated |
| 85 | Tow Truck Service Application (Closed) | 1209 | OPS 28-1 | 2006 | SEE LAST PAGE FOR TOTAL | January, 2010 | Incinerated |
| 86 | Towing Request Distribution Forms (Form 189) | 1209 | OPS 28-2 | 2008 | SEE LAST PAGE FOR TOTAL | January, 2010 | Incinerated |
| 87 | Accident Reports | 1209 | OPS 35 | 2006 | SEE LAST PAGE FOR TOTAL | January, 2010 | Incinerated |
| 88 | Detailed Crash Investigation Reports | 1209 | OPS 35-1 | 2004 | SEE LAST PAGE FOR TOTAL | January, 2010 | Incinerated |
| 89 | Citation Book Issuance Control Ledger | 1209 | OPS 36 | Jan to June 2006 | SEE LAST PAGE FOR TOTAL | January, 2010 | Incinerated |
| 90 | Traffic Citation Transmittal Form & LE HQ Copy | 1209 | OPS 36-1 | Jan to June 2006 | SEE LAST PAGE FOR TOTAL | January, 2010 | Incinerated |
| 91 | Warnings | 1209 | OPS 37 | Jan to June 2006 | SEE LAST PAGE FOR TOTAL | January, 2010 | Incinerated |
| 92 | Vehicle Pursuit Review (114) | 1209 | OPS 37-3 | 2006 | SEE LAST PAGE FOR TOTAL | January, 2010 | Incinerated |

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DGS 550-2


 Lieutenant R. L. Stephens

Signature

Lieutenant/Barrack Commander

Title

1/12/2010

Date

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|-----|--|-------------------------------|-------------|--|-------------------------|---------------------|-----------------------|
| | | Retention Sched. No. | Item No. | | | | |
| 93 | Safety Equipment Repair Orders | 1209 | OPS 37-4 | Jan to June 2006 | SEE LAST PAGE FOR TOTAL | January, 2010 | Incinerated |
| 94 | Disabled Vehicle Daily Log Sheet | 1209 | OPS 38 | 2006 | SEE LAST PAGE FOR TOTAL | January, 2010 | Incinerated |
| 95 | MSP Speed Computer Calibration/Inspec. Rpt. | 1209 | OPS 39 | 2008 | SEE LAST PAGE FOR TOTAL | January, 2010 | Incinerated |
| 96 | Driving While Intoxicated Cases - Closed | 1209 | OPS 41-1 | 2008 | SEE LAST PAGE FOR TOTAL | January, 2010 | Incinerated |
| 97 | Alcohol Influence Summary | 1209 | OPS 41-2 | 2008 | SEE LAST PAGE FOR TOTAL | January, 2010 | Incinerated |
| 98 | Breath Testing Instrument Report | 1209 | OPS 41-3 | 2006 | SEE LAST PAGE FOR TOTAL | January, 2010 | Incinerated |
| 99 | Alcohol Testing Program Log | 1209 | OPS 41-7 | 2006 | SEE LAST PAGE FOR TOTAL | January, 2010 | Incinerated |
| 100 | Preliminary Breath Test Log | 1209 | OPS 41-11 | 2006 | SEE LAST PAGE FOR TOTAL | January, 2010 | Incinerated |
| 101 | DR-15A Book Issuance Control Ledger | 1209 | OPS 41-13 | 2006 | SEE LAST PAGE FOR TOTAL | January, 2010 | Incinerated |
| 102 | DR-15A - Allied Law Enforcement Agencies | 1209 | OPS 41-14 | 2008 | SEE LAST PAGE FOR TOTAL | January, 2010 | Incinerated |
| 103 | Criminal Arrest Juvenile Detention Log | 1209 | OPS 53 | 2006 | SEE LAST PAGE FOR TOTAL | January, 2010 | Incinerated |
| 104 | Semi-Annual Report on Juveniles | 1209 | OPS 53-1 | 2006 | SEE LAST PAGE FOR TOTAL | January, 2010 | Incinerated |
| 105 | Monthly UCR Reports | 1209 | OPS 55 | 2008 | SEE LAST PAGE FOR TOTAL | January, 2010 | Incinerated |
| 106 | Property Records (Closed) | 1209 | OPS 56-1* | 2008 | SEE LAST PAGE FOR TOTAL | January, 2010 | Incinerated |
| 107 | Property Record Control Log | 1209 | OPS 56-2 | 2004 | SEE LAST PAGE FOR TOTAL | January, 2010 | Incinerated |

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DGS 550-2


 Lieutenant R. L. Stephens

Signature

Lieutenant/Barrack Commander

Title

1/12/2010

Date

MAR 16 2010

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|-----|--|-------------------------------|-------------|--|-------------------------|---------------------|-----------------------|
| | | Retention Sched. No. | Item No. | | | | |
| 108 | MSP Installation Property Log | 1209 | OPS 56-3 | 2004 | SEE LAST PAGE FOR TOTAL | January, 2010 | Incinerated |
| 109 | Alarm Log | 1209 | OPS 66 | 2005 | SEE LAST PAGE FOR TOTAL | January, 2010 | Incinerated |
| 110 | Burglar & Telephone Alarm Correspondence | 1209 | OPS 66-1 | 2005 | SEE LAST PAGE FOR TOTAL | January, 2010 | Incinerated |
| 111 | Alarm Record | 1209 | OPS 66-2 | 2008 | SEE LAST PAGE FOR TOTAL | January, 2010 | Incinerated |
| 112 | K-9 Activities | 1209 | OPS 68 | 2008 | SEE LAST PAGE FOR TOTAL | January, 2010 | Incinerated |
| 113 | K-9 Activity Summary (Form 40) | 1209 | OPS 68-1 | 2008 | SEE LAST PAGE FOR TOTAL | January, 2010 | Incinerated |
| 114 | K-9 Handlers Daily Activity Report (Form 41) | 1209 | OPS 68-2 | 2008 | SEE LAST PAGE FOR TOTAL | January, 2010 | Incinerated |
| 115 | Video Tape Logs (Form 83) | 1209 | OPS 69-1 | 2004 | SEE LAST PAGE FOR TOTAL | January, 2010 | Incinerated |
| 116 | Video Tape Review reports (Form 83R) | 1209 | OPS 69-2 | Jan to June 2006 | SEE LAST PAGE FOR TOTAL | January, 2010 | Incinerated |
| 117 | Child Passenger Safety Seat Loaner Program | 1209 | OPS 70 | 2005 | SEE LAST PAGE FOR TOTAL | January, 2010 | Incinerated |
| 118 | Vehicle Search Report (Form MSP 130) | 1209 | OPS 71 | Jan to June 2006 | SEE LAST PAGE FOR TOTAL | January, 2010 | Incinerated |
| 119 | Grants | 1209 | OPS 88 | 2006 | SEE LAST PAGE FOR TOTAL | January, 2010 | Incinerated |
| 120 | Federal Agencies | 1209 | LIA 1* | 2006 | SEE LAST PAGE FOR TOTAL | January, 2010 | Incinerated |
| 121 | State Courts | 1209 | LIA 2* | 2006 | SEE LAST PAGE FOR TOTAL | January, 2010 | Incinerated |
| 122 | Municipal Courts | 1209 | LIA 3* | 2006 | SEE LAST PAGE FOR TOTAL | January, 2010 | Incinerated |

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DGS 550-2


Lieutenant R. L. Stephens

Signature

Lieutenant/Barrack Commander

Title

1/12/2010

Date

MAR 16 2010

MAR 16 2010

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| No. | Description of Records Include title and/or Form Number | Authorization for Disposal | | Inclusive Dates of Records Disposed of | Volume (Cubic Feet) | Date of Disposal | Method of Disposal |
|-----|--|-------------------------------|-------------|--|-------------------------|---------------------|-----------------------|
| | | Retention Sched. No. | Item No. | | | | |
| 123 | County Governments | 1209 | LIA 4* | 2006 | SEE LAST PAGE FOR TOTAL | January, 2010 | Incinerated |
| 124 | Requisition Log | 1209 | SUP 2-2 | 2007 | SEE LAST PAGE FOR TOTAL | January, 2010 | Incinerated |
| 125 | Motor Vehicle Operation Reports | 1209 | SUP 3-1 | 2008 | SEE LAST PAGE FOR TOTAL | January, 2010 | Incinerated |
| 126 | Tactical Supplies Inventory - Non-Capital Equipment | 1209 | SUP 5* | 2006 | SEE LAST PAGE FOR TOTAL | January, 2010 | Incinerated |
| 127 | Organizations | 1209 | PR 1* | 2006 | SEE LAST PAGE FOR TOTAL | January, 2010 | Incinerated |
| 128 | Press Releases (Local/HQ) | 1209 | PR 2 | 2008 | SEE LAST PAGE FOR TOTAL | January, 2010 | Incinerated |
| 129 | Public Inquiries & Requests | 1209 | PR 4* | 2006 | SEE LAST PAGE FOR TOTAL | January, 2010 | Incinerated |
| 130 | Academies and Special Courses | 1209 | TNG 1 | 2008 | SEE LAST PAGE FOR TOTAL | January, 2010 | Incinerated |
| 131 | College Programs (on-campus) | 1209 | TNG 2 | 2008 | SEE LAST PAGE FOR TOTAL | January, 2010 | Incinerated |
| 132 | Tactical Training | 1209 | TNG 4 | 2006 | SEE LAST PAGE FOR TOTAL | January, 2010 | Incinerated |
| 133 | Ad-Hoc Recommendations | 1209 | TNG 5 | 2008 | SEE LAST PAGE FOR TOTAL | January, 2010 | Incinerated |
| 134 | Medical Status/Medication Report | 1209 | MED 2* | 2006 | SEE LAST PAGE FOR TOTAL | January, 2010 | Incinerated |
| 135 | Duty Related Illness or Injury | 1209 | MED 3* | 2006 | SEE LAST PAGE FOR TOTAL | January, 2010 | Incinerated |
| | | | | | Total: 30 c.f | | |

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

DGS 550-2


 Lieutenant R. L. Stephens
 Signature

Lieutenant/Barrack Commander
 Title

1/12/2010
 Date

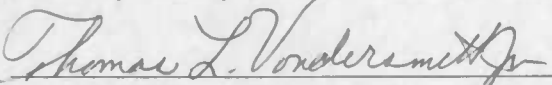
MAR 16 2010

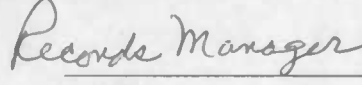
| | | |
|------------------------------|--|--|
| Maryland State Police | Department of General Services Records Management Division 7275 Waterloo Road (Rte. 175) P.O. Box 275 Jessup, Maryland 20794-0275 | Prepare in Duplicate Retain one (1) copy and forward original to address on left. |
| Reporting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

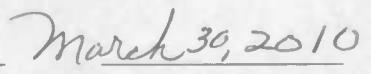
CERTIFICATE OF RECORDS DISPOSAL

| 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 | Manual Projects File Project number prefaced by M. 1709, 1722, 1749, 1846, 1916, 1927, 1932, 1935, 1937, 1938, 1940 to 1955, 1957 to 1969, 1971 to 2002, 2004, 2006, 2007. | 971-02-A-8 | 02-09 | 2-1-2006 to 3-1-2007 | 1.2 | March 30, 2010 | Recycled |
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I hereby certify that the records listed above were disposed of as indicated.


Signature


Title


Date

APR - 5 2010

| | | |
|------------------------------|--|--|
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|-----|--|------------------------|----------|--------------------------------------|-------------------|-------------------|--------------------|
| | | Retention Schedule No. | Item No. | | | | |
| 1 | Forms Projects File Project number prefaced by F. 638 to 645, 647 to 654, 656, 657, 659 to 661. | 971-02-A-8 | 02-05 | 10-20-2003 to 12-31-2004 | 0.2 | April 15, 2010 | Recycled |
| 2 | General Projects File Project number prefaced by G. 1024,1050, 1054, 1056, 1057 | 971-02-A-8 | 02-06 | 3-5-2002 to 3-28- 07 | 0.3 | April 15, 2010 | Recycled |
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I hereby certify that the records listed above were disposed of as indicated.

Thomas L. Vonderweide

Signature

Records Coordinator

Title

April 15, 2010

Date

APR 20 2010

DEPARTMENT OF GENERAL SERVICES
 STATE RECORDS MANAGEMENT CENTER
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|-----|--|-------------------------------|-------------|--|------------------------|---------------------|-----------------------|
| | | Retention Sched. No. | Item No. | | | | |
| 1 | Daily Barrack Logs Daily Radio Logs | 1209 | ADM 9 | Year 2004 | 2 | 4/29/08 | Shredding |
| 2 | Status Reports | 1209 | ADM 5 | Year 2003 | 1 | 4/29/08 | Shredding |
| | Statistical Surveys | 1209 | ADM 8 | Year 2005 | | | |
| | Staff Inspections | 1209 | ADM 11 | Year 2005 | | | |
| | General Agency Correspondence | 1209 | ADM 14 | Year 2004 | | | |
| | Validations | 1209 | ADM15-1 | Year 2006/2007 | | | |
| 3 | Employee Leave/Work Reports | 1209 | PER 2 | Year 2006 | 1 | 4/29/08 | Shredding |
| | Payroll Summary | 1209 | PER 201 | Year 2006 | | | |
| | Bi-Weekly Balances | 1209 | PER 202 | Year 2006 | | | |
| | Leave Schedules | 1209 | PER 3 | Year 2006 | | | |
| | Overtime/Compensatory Records | 1209 | PER 401 | Year 2004 | | | |
| | Off-Duty Vehicle Use Summary | 1209 | PER 8-1 | Year 2002 | | | |
| | Monthly Summary To/From Assign. | 1209 | PER 8-2 | Year 2001 | | | |

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

D.R. Nelson

Daniel R. Nelson

Signature

Lieutenant

Title

4/29/08

Date

1 APR 30 2010

DEPARTMENT OF GENERAL SERVICES
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|--------------|---|-------------------------------|-------------|--|------------------------|---------------------|-----------------------|
| | | Retention Sched. No. | Item No. | | | | |
| 4 | Working Fund | 1209 | FIS 1 | Year 2006 | 1 | 4/29/08 | Shredding |
| | Invoices Forwarded for Payment | 1209 | FIS 2 | Year 2006 | | | |
| | Budget Requests/Authorizations | 1209 | FIS 3 | Year 2002 | | | |
| | Purchase Orders | 1209 | FIS 3-1 | Year 2004 | | | |
| | Capital Inventory | 1209 | FIS 3-1 | Year 2004 | | | |
| | Tactical Inventory | 1209 | FIS 3-4 | Year 2004 | | | |
| | Cost Analysis Worksheet | 1209 | FIS 3-5 | Year 2004 | | | |
| | Check Accountability Log | 1209 | FIS 6-0 | Year 2004 | | | |
| | Check Accountability Form | 1209 | FIS 6-1 | Year 2006 | | | |
| 5 Handgun | Motor Vehicle Administration | 1209 | OPS 1 | Year 2006 | 2 | 4/29/08 | Shredding |
| | Special Police Comm. File | 1209 | OPS 5-1 | Year 2004 | | | |
| | Permit Investigations | 1209 | OPS 11-4 | Year 2006 | | | |
| | Detention Log | 1209 | OPS 13 | Year 2004 | | | |
| | Criminal Summons | 1209 | OPS 15 | Year 2006 | | | |
| | Incident Reports - Closed | 1209 | OPS 23 | Year 2003 | | | |
| | Vehicle Insp. Program Reports | 1209 | OPS 23-3 | Year 2004 | | | |
| | Missing Persons - Closed | 1209 | OPS 25-1 | Year 2004 | | | |
| | Court Summons | 1209 | OPS 16-3 | Year 2006 | | | |
| | Pawn Sheets | 1209 | OPS 19 | Year 2006 | | | |

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D. R. Nelson

Daniel R. Nelson

Signature

Lieutenant

Title

4/29/08

Date

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|-----------------------------|--|-------------------------------|-------------|--|------------------------|---------------------|-----------------------|
| | | Retention Sched. No. | Item No. | | | | |
| 6 | Private Detective Invest. | 1209 | OPS 6-1 | Year 2004 | 1 | 4/29/08 | Shredding |
| | Firearms Report | 1209 | OPS 12 | Year 2003 | | | |
| | Vehicle Reports - Closed | 1209 | OPS 26-1 | Year 2004 | | | |
| | Abandoned Vehicles - Closed | 1209 | OPS 26-3 | Year 2004 | | | |
| | MOTOR Vehicle Inventory Log | 1209 | OPS 27 | Year 2004 | | | |
| | Citation Book Issuance Ledger | 1209 | OPS 36 | Year 2004 | | | |
| | Semi-Annual Report - Juveniles | 1209 | OPS 53-1 | Year 2004 | | | |
| | Tow Truck Service Applications | 1209 | OPS 28-1 | Year 2004-2005 | | | |
| | Monthly UCR Reports | 1209 | OPS 55 | Year 2006 | | | |
| Towing Requests Dist. Forms | 1209 | OPS 28-2 | Year 2006 | | | | |
| 7 | Property Records - Closed | 1209 | OPS 56-1 | Year 2006 | 1 | 4/29/08 | Shredding |
| | Warrants - Closed | 1209 | OPS 3-1 | Year 2006 | | | |
| 8 | Closed Breathalyzer Cases | 1209 | OPS 41-1 | Year 2005 | 2 | 4/29/08 | Shredding |
| 9 | Accident Reports/Cards/Pictures | 1209 | OPS 35 | Year 2004 | 2 | 4/29/08 | Shredding |
| | Accident Recon. Ledger/Reports | 1209 | OPS 35-1 | Year 2004 | | | |
| | D.C.I.R. Reports | 1209 | OPS 35-1 | Year 2002 | | | |
| | Vehicle Pursuit Review | 1209 | OPS 37-3 | Year 2004 | | | |

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

A. D. R. Nelson

Daniel R. Nelson

Signature

Lieutenant

Title

4/29/08

Date

1 APR 30 2010

DEPARTMENT OF GENERAL SERVICES
 STATE RECORDS MANAGEMENT CENTER
 7275 Waterloo Road (Rte. 175)
 P.O. Box 275
 Jessup, Maryland 20794-0275

CERTIFICATE OF RECORDS DISPOSAL

Department of Maryland State Police

Reporting Agency

Barrack "E", Salisbury

Division or Bureau

PREPARE IN DUPLICATE

Retain one copy and forward original to above address

| No. | Description of Records Inclu. Title and/or Form Number | Authorisation For Disposal | | Inclusive Dates of Records Disposed of | Volume (Cubic Feet) | Date of Disposal | Method of Disposal |
|-----|---|-------------------------------|-------------|--|------------------------|---------------------|-----------------------|
| | | Retention Sched. No. | Item No. | | | | |
| 10 | Patrol Checks | 1209 | OPS 29 | Year 2006-2007 | 1 | 4/29/08 | Shredding |
| | School Bus Violations Warnings | 1209 | OPS 37-2 | Year 2006 | | | |
| | Alcohol Influence Summary | 1209 | OPS 41-2 | Year 2006 | | | |
| | Breath. Testing Instru. Reports | 1209 | OPS 41-3 | Year 2004 | | | |
| | DR15A Control Log | 1209 | OPS 41-13 | Year 2004 | | | |
| | Criminal Arrests - Juveniles | 1209 | OPS 53 | Year 2004 | | | |
| | Motor Vehicle Operations Report | 1209 | SUP 3-1 | Year 2006 | | | |
| | Press Releases | 1209 | PR 2 | Year 2006 | | | |
| | Organizations | 1209 | PR 1 | Year 2004 | | | |
| | Court Notification Log | 1209 | OPS 15-3 | Year 2006 | | | |
| | Public Inquiries & Requests | 1209 | PR 4 | Year 2004 | | | |
| | Criminal Arrests - Adult | 1209 | OPS 52 | Year 2002 | | | |

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

D.R. Nelson
 Daniel R. Nelson

Signature

Lieutenant

Title

4/29/08

Date

1 APR 30 2010

1 APR 3

1100 ROAD (Rte. 175)
P.O. Box 275
Jessup, Maryland 20794-0275

CERTIFICATE OF RECORDS DISPOSAL

Maryland State Police

Reporting Agency

Barrack "B", Frederick

Division or Bureau

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|-----|--|-------------------------------|-------------|--|------------------------|---------------------|-----------------------|
| | | Retention Schd. No. | Item No. | | | | |
| 1 | Warnings (Fm 25) | 1209 | OPS 37 | Jun-Aug 06 | .4 | 3/11/10 | Shredded |
| 2 | Traffic Citation Transm. (DC-CR 95) | " | OPS 36-1 | Jun-Aug 06 | .3 | 3/11/10 | " |
| 3 | Detention Log-Juevenile) (Fm 112) | " | OPS 53 | Jun 06 - Mar 07 | .1 | 4/13/10 | " |
| 4 | Summons (Closed) Fm 167) | " | OPS 15-2 | Dec 08 - May 09 | .3 | 6/30/10 | " |
| 5 | Detention Log (Fm 112) | " | OPS 13 | Dec 06 - Jun 07 | .7 | 6/30/10 | " |
| 6 | Detailed Crash Inv. (Misc) | " | OPS 35-1 | Jan-Jun 05 | .4 | 6/30/10 | " |
| 7 | Warnings (Fm 25) | " | OPS 37 | Sep-Nov 06 | .5 | 7/2/10 | " |
| 8 | Missing Persons (Closed) (Fm 79) | " | OPS 25-1 | Dec 06 - Jun 07 | .3 | 7/9/10 | " |
| 9 | Incident Reports (Fm 89) | " | OPS 23-1 | Dec 06 - Jun 07 | .4 | 7/27/10 | " |
| 10 | DWI (Closed) (Fm 32 Etc) | " | OPS 41-1 | Misc 2009 | 1.8 | 7/30/10 | " |
| 11 | Warrants (Closed) (Fm 167) | " | OPS 3-2 | Dec 08 - Jun 09 | 1.7 | 8/2/10 | " |

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

M. J. Brady

Signature

Lt., Commanding

Title

8/6/10

Date

DGS 550-2

10/10/10
10/10/10
10/10/10

AUG 23 2010

RECEIVED
 MAR 8 2010
 MARYLAND STATE ARCHIVES

DEPARTMENT OF GENERAL SERVICES

Hall of Records Commission
 Treasury Building, Rm. 302
 Annapolis, Maryland 21401

CERTIFICATE OF RECORDS DISPOSAL

MARYLAND STATE POLICE
 Reporting Agency

PREPARE IN DUPLICATE
 Retain one copy and forward
 Original to above address

CENTRAL RECORDS DIVISION
 Division or Bureau

| No. | Description of Records | Authorization Retention Schedule No. | For Disposal Item No. | Inclusive Dates of Records Disposed of | Volume (Cubic Feet) | Date of Disposal | Method of Disposal |
|-----|--|--|-----------------------------|--|------------------------|---------------------|-----------------------|
| 1. | Motor Vehicle Citations | | | | | | |
| | a. Citations and Voided Citations, Transmittal, Tally and Disposition Sheets | 971-30 | 3000 | Jan - Dec 2005 2006 | (3.75 Cubic Ft.) | 02/24/2010 | SHREDDER |
| 2. | Accident Report File | 971-30 | 3001 | Jan - Dec 2004 | | | |
| | a. Microfilm Cartridges | 971-30 | 3001 | Jan - Dec 2004 | 52 Reels 1 Box (18x12) | 02/18/2010 | INCINERATOR |
| | b. Cash receipts Transmittals | 971-30 | 3001 | n/a | n/a | | INCINERATOR |
| | c. Monthly Billing Transmittals | 971-30 | 3001 | Jan - Dec 2004 | 1 Box (18x12) | | INCINERATOR |
| 3. | Accident Negative File - (Non-Fatals) | 971-30 | 3002 | Jan - Dec 2004 | 1 Box (18x12) | 02/18/2010 | INCINERATOR |
| 4. | Criminal Investigation Reports | 971-30 | OPS-24 | Jan - Dec 2008 | 56 Cubic Ft. | 02/18/2010 | SHREDDER |
| 5. | Uniform Crime Reporting Correspondence Files | 971-30 | 3004 | Jan - Dec 2008 | 4 Cubic Ft. | 02/18/2010 | SHREDDER |

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


 Signature

Division Director
 Title

03/01/2010
 Date

RECEIVED
MAR 11 2010
FEDERAL BUREAU OF INVESTIGATION

MAR 11 2010

DEPARTMENT OF GENERAL SERVICES

Hall of Records Commission
Treasury Building, Rm. 302
Annapolis, Maryland 21401

CERTIFICATE OF RECORDS DISPOSAL

MARYLAND STATE POLICE
Reporting Agency

CENTRAL RECORDS DIVISION
Division or Bureau

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|-----|-----------------------------------|--|-----------------------------|--|------------------------|---------------------|-----------------------|
| 6. | Uniform Crime Reports (UCR Files) | 971-30 | 3005-01 | Jan - Dec | 4 Cubic Ft. | | SHREDDER |
| | | 971-30 | 3005-02 | Jan - Dec | 4 Cubic Ft. | | SHREDDER |
| | | 971-30 | 3005-04 | Jan - Dec | 4 Cubic Ft. | | SHREDDER |
| | | 971-30 | 3005-05 | Jan - Dec | 4 Cubic Ft. | | SHREDDER |
| | | 971-30 | 3005-06 | Jan - Dec | 4 Cubic Ft. | | SHREDDER |
| | | 971-30 | 3005-07 | Jan - Dec | 4 Cubic Ft. | | SHREDDER |
| | | 971-30 | 3005-09 | Jan - Dec | 4 Cubic Ft. | | SHREDDER |
| | | 971-30 | 3005-10 | Jan - Dec | 4 Cubic Ft. | | SHREDDER |
| | | 971-30 | 3005-11 | Jan - Dec | 4 Cubic Ft. | | SHREDDER |
| | | 971-30 | 3005-12 | Jan - Dec | 4 Cubic Ft. | | SHREDDER |
| | | 971-30 | 3005-13 | Jan - Dec | 4 Cubic Ft. | | SHREDDER |

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


Signature

Division Director
Title

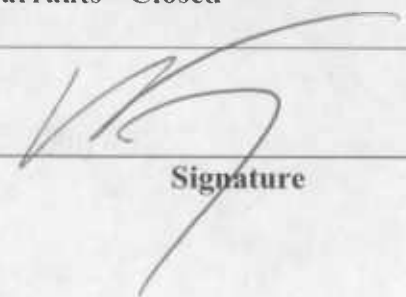
Date

MAR 11 2010

| | | |
|--|---|--|
| Maryland State Police | DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 Waterloo Road (Rte. 175) P.O. Box 275, Jessup, MD 20794-0275 | PREPARE IN DUPLICATE |
| (Reporting Agency) | | Retain one copy and |
| 94 / Barrack "W" McHenry (Division or Unit) | | forward original to address at left |

CERTIFICATE OF RECORDS DISPOSAL

| No. | Description of Records (Same Title as Listed on Schedule) | Retention Schedule No. | Item No. | Inclusive Dates of Records Destroyed | Vol. in Cubic Feet | Date of Disposal | Method of Disposal |
|-----|---|------------------------|----------|--------------------------------------|--------------------|------------------|--------------------|
| 14 | Employee Payroll Auth. Summary | 1209 | PER 2-1 | 2008 | .5 | 02/22/10 | Shredded |
| 15 | Leave & Duty Schedules | 1209 | PER 3 | 2008 | .5 | 02/22/10 | Shredded |
| 16 | Overtime & Compensatory Time | 1209 | PER 4 | 2006 | .5 | 02/22/10 | Shredded |
| 17 | Overtime & Comp. Time, Civilian | 1209 | PER 4-1 | 2006 | .5 | 02/22/10 | Shredded |
| 18 | Working Fund | 1209 | FIS 1 | 2008 | .5 | 02/22/10 | Shredded |
| 19 | Invoices Forwarded for Payment | 1209 | FIS 2 | 2008 | .5 | 02/22/10 | Shredded |
| 20 | Capital Equipment Inventory & Improvements | 1209 | FIS 3-1 | 2006 | .5 | 02/22/10 | Shredded |
| 21 | Ordnance Equipment - Inventory | 1209 | FIS 3-3 | 2006 | .5 | 02/22/10 | Shredded |
| 22 | Tactical Equipment - Inventory | 1209 | FIS 3-4 | 2006 | .5 | 02/22/10 | Shredded |
| 23 | Cost Analysis Worksheet | 1209 | FIS 3-5 | 2008 | .5 | 02/22/10 | Shredded |
| 24 | Check Accountability Log | 1209 | FIS 6-0 | 2006 | .5 | 02/22/10 | Shredded |
| 25 | Check Accountability Form | 1209 | FIS 6-1 | 2008 | .5 | 02/22/10 | Shredded |
| 26 | Warrants - Closed | 1209 | OPS 3-1 | As per Chapter 8, V | | | |



Signature

94 / Barrack "W" McHenry

Installation

3/2/10

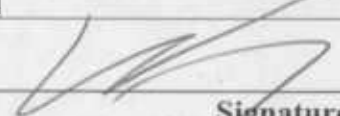
Date

MAR 1 2010

| | | |
|---|--|---|
| Maryland State Police | DEPARTMENT OF GENERAL SERVICES | PREPARE IN DUPLICATE |
| (Reporting Agency) | RECORDS MANAGEMENT DIVISION | Retain one copy and forward original to address at left |
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CERTIFICATE OF RECORDS DISPOSAL

| No. | Description of Records (Same Title as Listed on Schedule) | Retention Schedule No. | Item No. | Inclusive Dates of Records Destroyed | Vol. in Cubic Feet | Date of Disposal | Method of Disposal |
|-----|---|------------------------|----------|--------------------------------------|--------------------|------------------|--------------------|
| 27 | Warrant Case Assignment Log | 1209 | OPS 3-2 | 2004 | .5 | 02/22/10 | Shredded |
| 28 | Detention Log | 1209 | OPS 13 | 2006 | .5 | 02/22/10 | Shredded |
| 29 | Criminal and/or Other Summons Log | 1209 | OPS 15-1 | Chapter 8,V | .5 | 02/22/10 | Shredded |
| 30 | Criminal and/or Other Summons - Closed | 1209 | OPS 15-2 | Chapter 8,V | .5 | 02/22/10 | Shredded |
| 31 | MSP Court Notification Log | 1209 | OPS 15-3 | 2008 / 60 Days | .5 | 02/22/10 | Shredded |
| 32 | Incident Reports | 1209 | OPS 23 | 2006 | .5 | 02/22/10 | Shredded |
| 33 | Missing Person Report – Closed | 1209 | OPS 25-1 | 2006 | .5 | 02/22/10 | Shredded |
| 34 | Vehicle Report – Closed | 1209 | OPS 26-1 | 2006 | .5 | 02/22/10 | Shredded |
| 35 | Motor Vehicle Inventory Log | 1209 | OPS 27 | 2006 | .5 | 02/22/10 | Shredded |
| 36 | Tow Truck Service Applications | 1209 | OPS 28-1 | 2006 | .5 | 02/22/10 | Shredded |
| 37 | Accident Reports | 1209 | OP 35 | 2006 | .5 | 02/22/10 | Shredded |
| 38 | Detailed Crash Investigation Rpts. | 1209 | OPS 35-1 | 2004 | .5 | 02/22/10 | Shredded |
| 39 | Citation Bk. Issuance Ctrl. Ledger | 1209 | OPS 36 | 2006 | .5 | 02/22/10 | Shredded |
| 40 | Vehicle Pursuit Review | 1209 | OPS 37-3 | 2006 | .5 | 02/22/10 | Shredded |
| 41 | Disabled Vehicle Daily Log Sheet | 1209 | OPS 38 | 2006 | .5 | 02/22/10 | Shredded |



 Signature

94 / Barrack "W" McHenry

 Installation

3/2/10

 Date

MAR 11 2010

| | | |
|--|---|--|
| Maryland State Police | DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION | PREPARE IN DUPLICATE |
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|-----|---|------------------------|-----------|--------------------------------------|--------------------|------------------|--------------------|
| 42 | Alcohol Influence Summary | 1209 | OPS 41-2 | 2008 | .5 | 02/22/10 | Shredded |
| 43 | Breath Testing Instrument Report | 1209 | OPS 41-3 | 2006 | .5 | 02/22/10 | Shredded |
| 44 | Preliminary Breath Test Log | 1209 | OPS 41-11 | 2006 | .5 | | |
| 45 | DR-15A Book Issuance Control Ledger | 1209 | OPS 41-13 | 2006 | .5 | 02/22/10 | Shredded |
| 46 | Criminal Arrest Juvenile Detention Log | 1209 | OPS 53 | 2006 | .5 | 02/22/10 | Shredded |
| 47 | Monthly UCR Reports | 1209 | OPS 55 | 2008 | .5 | 02/22/10 | Shredded |
| 48 | Property Records – Closed | 1209 | OPS 56-1 | 2008 | .5 | 02/22/10 | Shredded |
| 49 | Property Record Control Log | 1209 | OPS 56-2 | 2004 | .5 | 02/22/10 | Shredded |
| 50 | MSP Installation Property Log | 1209 | OPS 56-3 | 2004 | .5 | 02/22/10 | Shredded |
| 51 | Alarm Log | 1209 | OPS 66 | 2005 | | | |
| 52 | Burglar and Telephone Alarm Correspondence | 1209 | OPS 66-1 | 2005 | .5 | 02/22/10 | Shredded |
| 53 | Vehicle Search Report | 1209 | OPS 71 | 2005 | .5 | 02/22/10 | Shredded |

Signature

94 / Barrack "W" McHenry
Installation

3/2/10
Date

MAR 11 2010

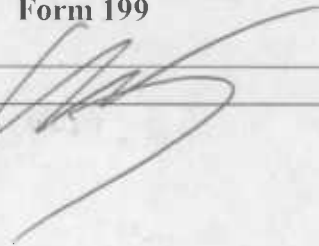
MAR 21 2010

| | | |
|--|---|--|
| Maryland State Police | DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION | PREPARE IN DUPLICATE |
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|-----|---|------------------------|----------------------|--------------------------------------|--------------------|------------------|--------------------|
| 54 | Federal Agencies | 1209 | LIA 1 | 2006 | .5 | 02/22/10 | Shredded |
| 55 | State Agencies Excluding Courts | 1209 | LIA 2 | 2006 | .5 | 02/22/10 | Shredded |
| 56 | State Courts | 1209 | LIA 3 | 2006 | .5 | 02/22/10 | Shredded |
| 57 | Municipal Governments | 1209 | LIA 4 | 2006 | .5 | 02/22/10 | Shredded |
| 58 | County Governments\ | 1209 | LIA 5 | 2006 | .5 | 02/22/10 | Shredded |
| 59 | Requisition Log | 1209 | SUP 2-2 | 2007 | .5 | 02/22/10 | Shredded |
| 60 | Motor Vehicle Operation Reports | 1209 | SUP 3-1 | 2008 | .5 | 02/22/10 | Shredded |
| 61 | Organizations | 1209 | PR 1 | 2006 | .5 | 02/22/10 | Shredded |
| 62 | Press Releases | 1209 | PR 2 | 2008 | .5 | 02/22/10 | Shredded |
| 63 | Auxiliary Files | 1209 | PER 5-1 thru 6-50 | 2008 | .5 | 02/22/10 | Shredded |
| 64 | Medical Records | | | | | | |
| | a. Form 175 | 1209 | | 2008 / 2006 | .5 | 02/22/10 | Shredded |
| | b. Form 199 | 1209 | | 2006 | .5 | 02/22/10 | Shredded |

Signature



94 / Barrack "W" McHenry
Installation

Date

3/2/10


MAR 11 2010 2

MAR 11 2010

| | | |
|---|---|--|
| Maryland State Police | DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION | PREPARE IN DUPLICATE |
| (Reporting Agency) | | Retain one copy and |
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|-----|---|------------------------|----------|--------------------------------------|--------------------|------------------|--------------------|
| 1 | Certificate of Records Disposal | 1209 | ADM 1-2 | 2008 | .5 | 02/22/10 | Shredded |
| 2 | Status Reports | 1209 | ADM 5 | 2004 | .5 | 02/22/10 | Shredded |
| 3 | Daily Radio & Barrack Logs | 1209 | ADM 9 | 2006 | .5 | 02/22/10 | Shredded |
| 4 | MILES Message Log | 1209 | ADM 10-2 | 2006 | .5 | 02/22/10 | Shredded |
| 5 | Staff Inspections | 1209 | ADM 11 | 2007 | .5 | 02/22/10 | Shredded |
| 6 | Command Meeting Minutes | 1209 | ADM 12 | 2006 | .5 | 02/22/10 | Shredded |
| 7 | Local Meeting Minutes | 1209 | ADM 12-1 | 2006 | .5 | 02/22/10 | Shredded |
| 8 | General Agency Correspondence | 1209 | ADM 14 | 2006 | .5 | 02/22/10 | Shredded |
| 9 | MILES/NCIC Audit Reports | 1209 | ADM 15 | 2005 | .5 | 02/22/10 | Shredded |
| 10 | MILES/NCIC Validations | 1209 | ADM 15-1 | 2008 | .5 | 02/22/10 | Shredded |
| 11 | NCIC Training Correspondence | 1209 | ADM 15-2 | 2007 | .5 | 02/22/10 | Shredded |
| 12 | Firearms Inventory | 1209 | ADM 17-0 | 2008 | .5 | 02/22/10 | Shredded |
| 13 | Employee Work & Leave Reports | 1209 | PER 2 | 2008 | .5 | 02/22/10 | Shredded |



Signature

94 / Barrack "W" McHenry

Installation

3/2/10

Date

MAR 1 2010

U.S. GOVERNMENT PRINTING OFFICE (Rev. 1/75)
 P.O. Box 275
 Jessup, Maryland 20794-0275

C E R T I F I C A T E O F R E C O R D S D I S P O S A L

Reporting Agency
 Maryland State Police

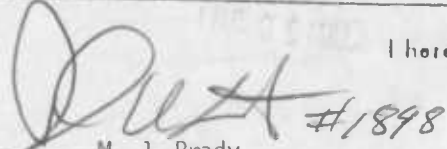
Division or Bureau
 Barrack "B", Frederick

PREPARE IN DUPLICATE

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|-----|--|----------------------------|----------|--|---------------------|------------------|--------------------|
| | | Retention Sched. No. | Item No. | | | | |
| 1 | Escorts | 1209 | FIS 2 | Dec 08 - Oct 09 | .1 | 10/22/10 | Shredded |
| 2 | Alcohol Test Log (Fm 36B) | 1209 | OPS 41-7 | 1994-2006 | 1.4 | 11/5/10 | " |
| 3 | D W I (Closed) (Fm 32 Etc) | 1209 | OPS 41-1 | Misc 2009 | .2 | 11/19/10 | " |
| 4 | Detailed Crash Inv. Report | 1209 | OPS 35-1 | 2005 | 1.2 | 12/20/10 | " |
| 5 | Vehicle Reports (Closed) (Fm XX Etc) | 1209 | OPS 26-1 | Jan=Nov 2007 | .5 | 12/20/10 | " |
| 6 | Warrants (Closed) (Fm 167 Etc) | 1209 | OPS 3-2 | Jul-Dec 09 | 1.1 | 12/31/10 | " |
| 7 | Detention Log (Fm 112) | 1209 | OPS 13 | Jul-Dec 07 | .6 | 1/7/11 | " |
| 8 | Incident Report (Fm 89) | 1209 | OPS 23-1 | Jul-Dec 07 | .3 | 1/7/11 | " |
| 9 | Detention Log (Juvenile) (Fm 112) | 1209 | OPS 53 | Apr-Dec 07 | .1 | 1/7/11 | " |
| 10 | Accident Reports (Fm 1) | 1209 | OPS 35 | 2007 | 6.2 | 1/7/11 | " |

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


 M. J. Brady
 Signature for Lt. Brady

Lieut., Commanding
 Title

1/14/11
 Date

JAN 20 2011