

Department of General Services  
 Records Management Division  
**RECORDS RETENTION and DISPOSAL SCHEDULE**

Schedule No.  
 971-300-1

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Agency  
 Department of State Police

Division/Unit  
 Vehicle Theft Prevention Council

Item No.	Description	Retention
300-0	<u>FAX CONFIRMATIONS</u> Record of all fax communications sent from VTPC office.	Retain in VTPC for 1 year then destroy.
300-1	<u>FAX COMMUNICATIONS REPORTS</u> Record of fax communications sent and received. Fax machine set-up and cover letter.	Retain in VTPC for 1 year then destroy.
300-2	<u>UCR REPORTS, STATISTICS and COMMISSION REPORTS</u> Reports of Carjackings for 1992 through present. Crime reports from 1992 through present. Report of the Commission Examining Anti-Theft devices. Federal Register - Theft Rate of Vehicles. Vehicle Theft and Related Crime - 2nd Report of the Commission.	Retain in VTPC for 10 years then destroy.
300-3	<u>AUTO THEFT PREVENTION AUTHORITIES</u> Annual Reports, newsletters and general correspondence of Auto Theft Prevention Authorities for the following states: Arizona; Florida; Illinois; Michigan; New York; Pennsylvania; Texas; Virginia; and the National Crime Prevention Council.	Retain in VTPC for 1 year, then destroy.
300-4	<u>VTPC GRANTS FILE</u> Original Grant application, financial documents, grant progress and performance evaluation identified by numbers beginning with fiscal year 1995. Grants will be maintained in the open file after closed.	Retain in VTPC until audited then transfer to State Records Center for additional 10 years retention.
300-5	<u>PAYROLL ACCOUNTING RECORDS</u> Payroll timesheets, Payroll transmittals.	Retain in VTPC for 3 years and until audited, then destroy.

Approved by Department, Agency, Division or Unit Representative

Date: January 15, 1999

Signature: Carl Banaszewski / GRV

Type Name: Carl Banaszewski

Title: Director, Planning & Research Division

Schedule Authorized by State Archivist

Date: FEB 22 1999

Signature: Edward C. Papenfuss

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Item No.	Description	Retention
300-6	<p><u>ANTI-CAR THEFT COMMITTEE FILE</u></p> <p>Contains materials on the "Hot Car" Program. Articles of Incorporation and By-Laws. General Correspondence. Insurance Fraud Network. A.C.T. Public/private partnership proposal.</p>	Retain for 5 years, then destroy.
300-7	<p><u>PURCHASING RECORDS</u></p> <p>Requisitions for Supplies and Purchase Orders. Receipts for postage, Federal Express Invoices/receipts. All invoices for phone bills, and office machines.</p>	Retain in VTPC for 3 years and until audited, then destroy.
300-8	<p><u>LEGISLATIVE SESSION FILES</u></p> <p>House Bills, Senate Bills, Bill Assignment Sheets, Position papers relating to legislation.</p>	Retain for 3 years, then destroy.
300-9	<p><u>GENERAL FILES</u></p> <p>Anti-Theft Devices, Brochures relating to VTPC, Computer Information, Incoming and Outgoing general correspondence, Council Evaluation Reports, Council Members, Current and Expired Terms, Equipment Tagging files, Financial Disclosure Statements, IAATI File, VTPC Car 372 materials, MD Chiefs of Police, NAATPA, Nature/Extent of Vehicle Theft in MD, Newsletters, NICB, Personnel files, Press Releases, Publicity files, all materials and data pertaining to Evaluation of Council.</p>	Retain in VTPC for 5 years then destroy.
300-10	<p><u>GENERAL ACCOUNTING RECORDS</u></p> <p>Material relating to expense vouchers and out of state travel.</p>	Retain in VTPC for 5 years and until audited, then destroy.
300-11	<p><u>FORMS FILE</u></p> <p>VTPC forms pertaining to all aspects of Grant management in numerical order from 01 through 09 and Special Grant Condition forms.</p>	Retain master forms perpetually updating when a form is amended or revised. Retain obsolete forms for 5 years and until no longer needed, then destroy.
300-12	<p><u>VTPC MINUTES</u></p> <p>Minutes of meetings of VTPC, Minutes of meetings of VTPC Public Awareness Committee, attendance sheets for all meetings, Agenda for all meetings.</p>	Permanent records. Retain in VTPC for 10 years then transfer to the State Archivist.

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Item No.	Description	Retention
300-13	<p><u>FEDERAL GRANT AWARD FILES</u></p> <p>Contains data relating to the expenditure of funds awarded to the Department through a federal grant, including progress reports, and all correspondence relating to the MD Watch Your Car Program.</p>	<p>Retain until audit requirements have been met, then transfer to the State Records Center for an additional 10 years retention, then destroy.</p>
300-14	<p><u>BUDGET FILES</u></p> <p>Contains all analysis, studies, reports, projections, etc., generated by VTPC in the process of preparing the fiscal year budgets.</p>	<p>Retain in VTPC for 5 years, then transfer to the State Records Center for an additional 5 years retention, then destroy.</p>
300-15	<p><u>PERMANENT FILES</u></p> <p>Agency Annual Reports, Appointment of Executive Director, By-Laws - VTPC, Executive Orders, Plan of Operation.</p>	<p>Retain in VTPC for 5 years, then transfer to the State Archivist as permanent records.</p>