

DGS-550-1  
REV. 7/86

DEPARTMENT OF GENERAL SERVICES  
Records Management Division

SCHEDULE  
NO. 1406 - 13

RECORDS RETENTION AND DISPOSAL SCHEDULE

PAGE  
NO. 1 of 3

Department of Public Safety  
and Correctional Services

Division of Correction

Agency

Division

Item No.	Description	Retention
	<u>INTERNAL INVESTIGATION UNIT AREA:</u>	
1.	<p><b>CIR (Criminal Investigative Reports)</b></p> <p>This series contains all Criminal Investigation Reports with applicable supplementary reports attached. Each file may include some or all of the following:</p> <ul style="list-style-type: none"><li>A. Waiver of Prompt Presentment (MSP Form 46)</li><li>B. Line-Up Identification Record (MSP Form 61)</li><li>C. Request for Laboratory Examination (MSP Form 67)</li><li>D. Examination/Analysis Results (MSP Forms 67B and 67C)</li><li>E. Handwriting Specimen Form (MSP Form 70)</li><li>F. Criminal Intelligence Report (MSP Form 72)</li><li>G. Witness Statement-Criminal Investigation (MSP Form 73)</li><li>H. Latent Fingerprint Lift Card-3X5 (MSP Form 74)</li><li>I. Authorization to Search and Seize Property (MSP Form 78)</li><li>J. Criminal Investigation Report (MSP Form 89)</li></ul>	<p>Retain open reports until they are suspended or closed.</p> <p>Retain suspended reports for five (5) years from the date of last entry and, then, forward them to the State Records Center for twenty (20) years, then destroy.</p> <p>Retain closed reports for three (3) years after final adjudication and, then, forward them to the State Records Center for twenty-two (22) years, then destroy.</p>

Schedule Approved by Department,  
Agency, or Division Representative

Schedule Authorized by

11/1/91 *Basel B. Day* *Asst. Comm.*  
Date Signature Title

1/23/92 *Edward J. ...*  
Date State Archivist

Item No.	Description	Retention
2.	<p>K. Handgun Search Report (MSP Form 97)</p> <p>L. Firearms/Handgun Disposition Report (MSP Form 203)</p> <p>M. Crime Scene Negatives</p> <p>Record copies maintained by the originating source.</p> <p><b>IR (Incident Reports)</b></p> <p>This series contains all Incident Reports, MSP Form 88, with applicable supplementary reports attached. Each file may include some or all of the following:</p> <p>A. Request for Laboratory Examination (MSP Form 67)</p> <p>B. Examination/Analysis Results (MSP Forms 67B and 67C)</p> <p>C. Witness Statement-Criminal Investigation (MSP Form 73)</p> <p>Record copies maintained by the originating source.</p>	<p>Retain open reports until they are suspended or closed.</p> <p>Retain suspended reports for five (5) years from the date of last entry and, then, forward them to the State Records Center for ten (10) years, then destroy.</p> <p>Retain closed reports for three (3) years after final adjudication and, then, forward them to the State Records Center for ten (10) years, then destroy.</p>
3.	<p><b><u>General Correspondence</u></b></p> <p>This file contains all written inter- and intra-agency communication. It consists of letters, memo's, notes, copies of correspondence received as well as generated in the normal course of conducting business.</p>	<p>Retain for three (3) years and, then, destroy.</p>

Item No.	Description	Retention
4.	<p data-bbox="360 342 885 373"><u>3504 Administrative Reports</u></p> <p data-bbox="360 405 1141 531">This series contains all administrative reports with applicable supplementary reports attached. Each file may include some or all of the following:</p> <ul data-bbox="360 562 1158 1262" style="list-style-type: none"><li data-bbox="360 562 827 594">A. Letters of Complaint</li><li data-bbox="360 625 943 657">B. Requests for Investigation</li><li data-bbox="360 688 1120 751">C. Requests for Laboratory Examination (MSP Form 67)</li><li data-bbox="360 783 1080 846">D. Examination/Analysis Reports (MSP Form 67B, 67C)</li><li data-bbox="360 877 1120 940">E. Handwriting Specimen Form (MSP Form 70)</li><li data-bbox="360 972 1075 1003">F. Intelligence Report (MSP Form 72)</li><li data-bbox="360 1035 1158 1098">G. Witness Statement-Criminal Investigation (MSP Form 73)</li><li data-bbox="360 1129 1020 1161">H. Incident Reports (MSP Form 88)</li><li data-bbox="360 1192 1120 1255">I. Criminal Investigation Reports (MSP Form 89).</li></ul> <p data-bbox="439 1287 1080 1350">Record copies of IR's and CIR's maintained by originating source.</p>	<p data-bbox="1210 405 1524 531">Retain open reports until they are suspended or closed.</p> <p data-bbox="1210 562 1546 720">Retain suspended or closed reports for five (5) years and then destroy.</p>

**INSTRUCTIONS**--TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)

DEPARTMENT OF GENERAL SERVICES  
RECORDS MANAGEMENT DIVISION  
7275 WATERLOO ROAD  
P.O. BOX 275  
JESSUP, MARYLAND 20794

AGENCY RECORDS INVENTORY

PAGE 1 OF 4

1. DEPARTMENT/AGENCY  
Public Safety and  
Correctional Services

2. DIVISION  
Division of Correction

3. UNIT  
Internal Investigation

**DEFINITION-RECORD SERIES.** A GROUP OF RELATED RECORDS NORMALLY FILED AND USED AS A UNIT FOR REFERENCE AS WELL AS RETENTION AND DISPOSITION PURPOSES

4. RECORD SERIES TITLE

Internal Investigation Criminal Investigative Reports (CIR)

5. EARLIEST YEAR/LATEST YEAR

TO

6. RECORD SERIES DESCRIPTION ( BRIEFLY DESCRIBE THE TYPES OF INFORMATION/DOCUMENTS/FORMS FOUND IN THE SERIES. INCLUDE THE PURPOSE OR FUNCTION OF THE SERIES)

This series contains all Criminal Investigation Reports with applicable supplementary reports attached. Each file may include some or all of the following:

A. Waiver of Prompt Presentment (MSP Form 46) B. Line-Up Identification Record (MSP Form 61)

7. RECORD SERIES FORMAT(S)

- LETTER SIZE  MICROFILM  
 LEGAL SIZE  COMPUTER TAPE  
 BOUND BOOK  FLOPPY DISK  
 AUDIO TAPE  VIDEO TAPE  
 OTHER(SPECIFY)

8. RECORD SERIES SEQUENCE

- ALPHABETICAL  
 NUMERICAL  
 CHRONOLOGICAL  
 GEOGRAPHICAL  
 OTHER(SPECIFY)

9. VOLUME

- FILE DRAWER(S)  
 MICROFILM REEL(S)  
 COMPUTER TAPE(S)  
 OTHER(SPECIFY)

10. ANNUAL ACCUMULATION

- FILE DRAWER(S)  
 MICROFILM REEL(S)  
 COMPUTER TAPE(S)  
 OTHER(SPECIFY)

11. FILE IS USED

- DAILY  WEEKLY  MONTHLY

12. FILE BECOMES INACTIVE AFTER

- MONTH(S)  YEAR(S)  
NUMBER

13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM)

14. IS RECORD SERIES DUPLICATED ELSEWHERE?

- (IF YES, SPECIFY AGENCY OR OFFICE)  
 YES  NO

15. ACCESS RESTRICTIONS  YES  NO  
(IF YES, CITE LAW(S) & REGULATION(S))

16. AUDIT REQUIREMENTS

- NONE  STATE  FEDERAL  INDEPENDENT

17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE)

- YES  NO

18. RECOMMENDED RETENTION

Retain open reports until they are suspended or closed.

19. NAME AND TITLE OF PREPARER

Myles Carpeneto, Director of Procurement Services

20. TELEPHONE NUMBER

(301) 764-4113

21. DATE

5/1/91

**INSTRUCTIONS--TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)**

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**DEFINITION-RECORD SERIES-** A GROUP OF RELATED RECORDS NORMALLY FILED AND USED AS A UNIT FOR REFERENCE AS WELL AS RETENTION AND DISPOSITION PURPOSES

4. RECORD SERIES TITLE  
Internal Investigation IR (Incident Reports)

5. EARLIEST YEAR/LATEST YEAR  
\_\_\_\_\_ TO \_\_\_\_\_

6. RECORD SERIES DESCRIPTION ( BRIEFLY DESCRIBE THE TYPES OF INFORMATION/DOCUMENTS/FORMS FOUND IN THE SERIES. INCLUDE THE PURPOSE OR FUNCTION OF THE SERIES )

This series contains all Incident Reports, MSP Form 88, with applicable supplementary reports attached. Each file may include some or all of the following: A. Request for Laboratory Examination (MSP Form 67) B. Examination/Analysis Results (MSP Forms 67B and 67C) C. Witness Statement-Criminal Investigation (MSP Form 73). Record copies maintained by the originating source.

7. RECORD SERIES FORMAT(S)  
 LETTER SIZE  MICROFILM  
 LEGAL SIZE  COMPUTER TAPE  
 BOUND BOOK  FLOPPY DISK  
 AUDIO TAPE  VIDEO TAPE  
 OTHER(SPECIFY)  
\_\_\_\_\_

8. RECORD SERIES SEQUENCE  
 ALPHABETICAL  
 NUMERICAL  
 CHRONOLOGICAL  
 GEOGRAPHICAL  
 OTHER(SPECIFY)  
\_\_\_\_\_

9. VOLUME  
 FILE DRAWER(S)  
 MICROFILM REEL(S)  
 COMPUTER TAPE(S)  
 OTHER(SPECIFY)  
NUMBER \_\_\_\_\_

10. ANNUAL ACCUMULATION  
 FILE DRAWER(S)  
 MICROFILM REEL(S)  
 COMPUTER TAPE(S)  
 OTHER(SPECIFY)  
NUMBER \_\_\_\_\_

11. FILE IS USED  
 DAILY  WEEKLY  MONTHLY

12. FILE BECOMES INACTIVE AFTER  
NUMBER \_\_\_\_\_  MONTH(S)  YEAR(S)

13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM)

14. IS RECORD SERIES DUPLICATED ELSEWHERE?  
(IF YES, SPECIFY AGENCY OR OFFICE)  
 YES  NO

15. ACCESS RESTRICTIONS  YES  NO  
(IF YES, CITE LAW(S) & REGULATION(S))

16. AUDIT REQUIREMENTS  
 NONE  STATE  FEDERAL  INDEPENDENT

17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE)  
 YES  NO

18. RECOMMENDED RETENTION Retain open reports until they are suspended or closed. Retain suspended reports for 5 yrs. from the date of last entry and, then, forward them to the St. Records Center for 10 yrs., then destroy

19. NAME AND TITLE OF PREPARER  
Myles Carpeneto, Director of  
Procurement Services

20. TELEPHONE NUMBER  
(301) 764-4113

21. DATE  
5/1/91

**INSTRUCTIONS--TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)**

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AGENCY RECORDS INVENTORY

PAGE 3 OF 4

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Internal Investigation

**DEFINITION-RECORD SERIES-** A GROUP OF RELATED RECORDS NORMALLY FILED AND USED AS A UNIT FOR REFERENCE AS WELL AS RETENTION AND DISPOSITION PURPOSES

4. RECORD SERIES TITLE

Internal Investigation General Correspondence

5. EARLIEST YEAR/LATEST YEAR  
\_\_\_\_\_ TO \_\_\_\_\_

6. RECORD SERIES DESCRIPTION ( BRIEFLY DESCRIBE THE TYPES OF INFORMATION/DOCUMENTS/FORMS FOUND IN THE SERIES. INCLUDE THE PURPOSE OR FUNCTION OF THE SERIES )

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7. RECORD SERIES FORMAT(S)

- LETTER SIZE  MICROFILM  
 LEGAL SIZE  COMPUTER TAPE  
 BOUND BOOK  FLOPPY DISK  
 AUDIO TAPE  VIDEO TAPE  
 OTHER(SPECIFY)  
\_\_\_\_\_

8. RECORD SERIES SEQUENCE

- ALPHABETICAL  
 NUMERICAL  
 CHRONOLOGICAL  
 GEOGRAPHICAL  
 OTHER(SPECIFY)  
\_\_\_\_\_

9. VOLUME

- FILE DRAWER(S)  
 MICROFILM REEL(S)  
 COMPUTER TAPE(S)  
 OTHER(SPECIFY)  
NUMBER \_\_\_\_\_

10. ANNUAL ACCUMULATION

- FILE DRAWER(S)  
 MICROFILM REEL(S)  
 COMPUTER TAPE(S)  
 OTHER(SPECIFY)  
NUMBER \_\_\_\_\_

11. FILE IS USED  
 DAILY  WEEKLY  MONTHLY

12. FILE BECOMES INACTIVE AFTER  
NUMBER \_\_\_\_\_  MONTH(S)  YEAR(S)

13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM)

14. IS RECORD SERIES DUPLICATED ELSEWHERE?  
(IF YES, SPECIFY AGENCY OR OFFICE)  
 YES  NO

15. ACCESS RESTRICTIONS  YES  NO  
(IF YES, CITE LAW(S) & REGULATION(S))

16. AUDIT REQUIREMENTS  
 NONE  STATE  FEDERAL  INDEPENDENT

17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE)  
 YES  NO

18. RECOMMENDED RETENTION  
Retain for three  
(3) years and,  
then, destroy.

19. NAME AND TITLE OF PREPARER  
Myles Carpeneto, Director of  
Procurement Services

20. TELEPHONE NUMBER  
(301) 764-4113

21. DATE  
5/1/91

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PAGE 4 OF 4

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**DEFINITION-RECORD SERIES** - A GROUP OF RELATED RECORDS NORMALLY FILED AND USED AS A UNIT FOR REFERENCE AS WELL AS RETENTION AND DISPOSITION PURPOSES

4. RECORD SERIES TITLE

Internal Investigation 3504 Administrative Reports

5. EARLIEST YEAR/LATEST YEAR  
\_\_\_\_\_ TO \_\_\_\_\_

6. RECORD SERIES DESCRIPTION ( BRIEFLY DESCRIBE THE TYPES OF INFORMATION/DOCUMENTS/FORMS FOUND IN THE SERIES. INCLUDE THE PURPOSE OR FUNCTION OF THE SERIES )

This series contains all administrative reports with applicable supplementary reports attached. Each file may include some or all of the following:

- A. Letters of Complaint
- B. Requests for Investigation

7. RECORD SERIES FORMAT(S)

- LETTER SIZE  MICROFILM
- LEGAL SIZE  COMPUTER TAPE
- BOUND BOOK  FLOPPY DISK
- AUDIO TAPE  VIDEO TAPE
- OTHER(SPECIFY)  
\_\_\_\_\_

8. RECORD SERIES SEQUENCE

- ALPHABETICAL
- NUMERICAL
- CHRONOLOGICAL
- GEOGRAPHICAL
- OTHER(SPECIFY)  
\_\_\_\_\_

9. VOLUME

- FILE DRAWER(S)
- MICROFILM REEL(S)
- COMPUTER TAPE(S)
- OTHER(SPECIFY)  
NUMBER \_\_\_\_\_

10. ANNUAL ACCUMULATION

- FILE DRAWER(S)
- MICROFILM REEL(S)
- COMPUTER TAPE(S)
- OTHER(SPECIFY)  
NUMBER \_\_\_\_\_

11. FILE IS USED

- DAILY  WEEKLY  MONTHLY

12. FILE BECOMES INACTIVE AFTER

- NUMBER \_\_\_\_\_  MONTH(S)  YEAR(S)

13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM)

14. IS RECORD SERIES DUPLICATED ELSEWHERE?

- (IF YES, SPECIFY AGENCY OR OFFICE)  
 YES  NO

15. ACCESS RESTRICTIONS  YES  NO

(IF YES, CITE LAW(S) & REGULATION(S))

16. AUDIT REQUIREMENTS

- NONE  STATE  FEDERAL  INDEPENDENT

17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE)

- YES  NO

18. RECOMMENDED RETENTION

Retain open reports until they are suspended or closed.

Retain suspended or closed reports for five (5) years and then destroy.

19. NAME AND TITLE OF PREPARER

Myles Carpeneto, Director of  
Procurement Services

20. TELEPHONE NUMBER

(301) 764-4113

21. DATE

5/1/91