DGS-550-1 REV. 7/86

DEPARTMENT OF GENERAL SERVICES Records Management Division

SCHEDULE NO. 1406 - 13

PAGE

RECORDS RETENTION AND DISPOSAL SCHEDULE

NO. 1 of 3

			ion of Correction	
Item		gency	Division	
No.		Description	Retention	
	INTER	NAL INVESTIGATION UNIT AREA:		
1.	CIR This gatitary incl A. B. C. D. E. F. G. H.	NAL INVESTIGATION UNIT AREA: (Criminal Investigative Reports) series contains all Criminal Invest on Reports with applicable supplementeports attached. Each file may ude some or all of the following: Waiver of Prompt Presentment (MSP Form 46) Line-Up Identification Record (MSP Form 61) Request for Laboratory Examination (MSP Form 67) Examination/Analysis Results (MSP Forms 67B and 67C) Handwriting Specimen Form (MSP Form 70) Criminal Intelligence Report (MSP Form 72) Witness Statement-Criminal Investigation (MSP Form 73) Latent Fingerprint Lift Card-3X5 (MS Form 74) Authorization to Search and Seize Property (MSP Form 78) Criminal Investigation Report (MSP Form 89)	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. 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.	

Schedule Approved by Department, Agency, or Division Representative

Schedule Authorized by

1/2/ Day Box Exp. (2)
Date Signature Title

itle

1/23/11 /2 Date 5

State Archivist

DGS-550-1A RECORDS RETENTION AND DISPOSAL SCHEDULE (CONTINUATION SHEET)

SCHEDULE NO. 1406 -13 PAGE NO. 2 of 3

Item No.	Description	Retention
	K. Handgun Search Report (MSP Form 97)	
	L. Firearms/Handgun Disposition Report (MSP Form 203)	
	M. Crime Scene Negatives	
	Record copies maintained by the origi- nating source.	
2.	IR (Incident Reports)	Retain open reports until
	This series contains all Incident Reports, MSP Form 88, with applicable supplementary reports attached. Each file may include some or all of the following:	they are suspended or closed.
	A. Request for Laboratory Examination (MSP Form 67)	Retain suspended reports for five (5) years from the date of last
	B. Examination/Analysis Results (MSP Forms 67B and 67C)	entry and, then, forward them to the State Records
	C. Witness Statement-Criminal Investigation (MSP Form 73)	Center for ten (10) years, then destroy.
	Record copies maintained by the originating source.	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.
3.	General Correspondence	
	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.	Retain for three (3) years and, then, destroy.

DGS-550-1A RECORDS RETENTION AND DISPOSAL SCHEDULE (CONTINUATION SHEET)

SCHEDULE NO. 1406 - 13 PAGE NO. 3 of 3

tem		Donathia	Dohont's-
lo.		Description	Retention
4.	<u>350</u>	4 Administrative Reports	
	rep rep	s series contains all administrative orts with applicable supplementary orts attached. Each file may include e or all of the following:	Retain open re- ports until they are suspended or closed.
	Α.	Letters of Complaint	Retain suspended or closed reports for five (5) years and then
	В.	Requests for Investigation	
	c.	Requests for Laboratory Examination (MSP Form 67)	destroy.
	D.	Examination/Analysis Reports (MSP Form 67B, 67C)	
	Ε.	Handwriting Specimen Form (MSP Form 70)	
	F.	Intelligence Report (MSP Form 72)	
	G.	Witness Statement-Criminal Investiga- tion (MSP Form 73)	
	н.	Incident Reports (MSP Form 88)	
	I.	Criminal Investigation Reports (MSP Form 89).	
		Record copies of IR's and CIR's maintained by originating source.	
		•	

INSTRUCTIONS TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7278 WATERLOO ROAD P.O. BOX 278 JESSUP, MARYLAND 20794 2. DIVISION		AGENCY RECORDS INVENTORY PAGE or 3. UNIT Internal Investigation	
(DGS 550-1) 1. DEPARTMENT/AGENCY Public Safety and				
		DE NORMALLY FILED	AND USED AS A UNIT FOR	
4. RECORD SERIES TITLE	CE AS WELL AS RET	ENTION AND DISPOS		
'Internal Investigation Criminal	Investigative Re	enorte (CIR)	5. EARLIEST YEAR/LATEST YEARTO	
			ATION/DOCUMENTS/FORMS FOUND	
gation Report tary reports	s with applica attached. Eac or all of the	following:	-	
7. RECORD SERIES FORMAT(S)	8. RECORD SERIE		9. VOLUME	
LETTER SIZE D NICROFILM	- ALPHABET!		□ FILE DRAWER(S)	
D LEGAL SIZE D COMPUTER TAPE	□ NUMERICAL □ CHRONOLOGICAL		O MICROFILM REEL(S) COMPUTER TAPE(S) OTHER(SPECIFY)	
D BOUND BOOK D FLOPPY DISK				
O AUDIO TAPE O VIDEO TAPE	GEOGRAPHI	CAL	10. ANNUAL ACCUMULATION	
OTHER(SPECIFY)	OTHER(SPECIFY)		☐ FILE DRAWER(S) ☐ MICROFILM REEL(S) NUMBER ☐ COMPUTER TAPE(S)	
M DAILY O WEEKLY	□ MONTHLY		S INACTIVE AFTER MONTH(S) SEAR(S)	
13. CURRENT LOCATION(S) (BLDG., FI	LOOR, ROOM)	14. IS RECORD SERIES DUPLICATED ELSEWHERE? (IF YES, SPECIFY AGENCY OR OFFICE) 16. AUDIT REQUIREMENTS 16. NONE 1 STATE 1 FEDERAL 1 INDEPENDENT		
15. ACCESS RESTRICTIONS Q YES (IF YES, CITE LAW(S) & REGULAT				
17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN BRIEFLY AND DESCRIBE ANY HARDBARE/SOFTWARE) U YES U NO		Retain	s until re ded or	
9. NAME AND TITLE OF PREPARER Myles Carpeneto, Director of Procurement Services	20. TELEPHONE 1 (301) 764-4113	YUMBER	21. DATE 5/1/9/	

INSTRUCTIONS - TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7278 WATERLOO ROAD P.O. BOX 278 JESSUP, MARYLAND 20794		AGENCY RECORDS INVENTURY PAGE 2 OF 4	
WITH RECORDS RETENTION SCHEDULE (DGS 550+1)				
1. DEPARTMENT/AGENCY Public Safety and Correctional Services	2. DIVISION Division of Co	rrection	3. UNIT Internal Investigation	
DEFINITION - RECORD SERIES - A GROUP	OF RELATED RECO	RDS NORMALLY FILED	AND USED AS A UNIT FOR	
4. RECORD SERIES TITLE	CE AS WELL AS RET	TENTION AND DISPOS	} ·	
Internal Investigation IR (Ir	ncident Reports)		5. EARLIEST YEAR/LATEST YEAR	
		E TYPES OF INFORM	ATION/DOCUMENTS/FORMS FOUND	
This series contains all Incireports attached. Each file Laboratory Examination (MSP Fand 67C) C. Witness Statement maintained by the originating	may include some Form 67) B. Exa ent-Criminal Inve	SP Form 88, with e or all of the f amination/Analysi	ollowing: A. Request for s Results (MSP Forms 67B	
7. RECORD SERIES FORMAT(S)	8. RECORD SERIE	S SEQUENCE	9. VOLUME	
LETTER SIZE D MICROFILM	ALPHABETICAL NUMERICAL		FILE DRAWER(S)	
LEGAL SIZE COMPUTER TAPE			D MICROFILM REEL(S) COMPUTER TAPE(S)	
O BOUND BOOK O FLOPPY DISK	CHRONOLOG	ICAL.	NUMBER OTHER(SPECIFY)	
AUDIO TAPE UVIDEO TAPE	□ GEOGRAPHI	CAL	10. ANNUAL ACCUMULATION	
OTHER(SPECIFY)	OTHER(SPECIFY)		☐ FILE DRAWER(S) ☐ MICROFILM REEL(S) NUMBER ☐ COMPUTER TAPE(S)	
11. FILE IS USED	<u> </u>	12. FILE BECOME	S INACTIVE AFTER	
ADAILY WEEKLY	- MONTHLY		MONTH(S) TYEAR(S)	
13. CURRENT LOCATION(S) (BLDG.,FI	LOOR, ROOM)	1	ERIES DUPLICATED ELSEWHERE?	
15. ACCESS RESTRICTIONS TO YES		16. AUDIT REQUI	\	
17. IS AN INDEX SYSTEM USED? (IF YES.EXPLAIN BRIEFLY AND DESCRIBE ANY HARDBARE/SOFTWARE) UYES D 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		
9. NAME AND TITLE OF PREPARER	20. TELEPHONE	NUMBER	21. DATE	
Myles Carpeneto, Director of Procurement Services	(301) 764-4113		3 11,19)	

INSTRUCTIONS TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES, FORWARD WITH RECORDS RETENTION SCHEDULE	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7278 WATERLOO ROAD P.O. BOX 278 JESSUP, MARYLAND 20794		AGENCY RECORDS INVENTORY PAGE 3 OF 4			
(DGS \$50-1)						
1. DEPARTMENT/AGENCY Public Safety and Correctional Services	2. DIVISION Division of Co	rrection	3. UNIT Internal Investigation			
DEFINITION-RECORD SERIES. A GROUP	A COOKE OF BELLTED SECONDS NOMED IN SECONDS					
4. RECORD SERIES TITLE	E AS WELL AS RET	ENTION AND DISPOS				
Internal Investigation Genera	1 Correspondence	e	5. EARLIEST YEAR/LATEST YEAR			
			ATION/DOCUMENTS/FORMS FOUND			
intra-age of letter responden	ency communicates, memo's, notice received a	written interation. It constants of constants well as general conducting by	sists f cor- erated			
7. RECORD SERIES FORMAT(S)	8. RECORD SERIE	S SEQUENCE	9. VOLUME			
D LETTER SIZE D MICROFILM	- ALPHABET!CAL		□ FILE DRAWER(S)			
C LEGAL SIZE COMPUTER TAPE	O NUMERICAL	•	D MICROFILM REEL(S)			
D BOUND BOOK D FLOPPY DISK	CHERONOLOG	ICAL	NUMBER OTHER(SPECIFY)			
AUDIO TAPE UVIDEO TAPE	□ GEOGRAPHI	CAL	10. ANNUAL ACCUMULATION			
OTHER(SPECIFY)	OTHER(SPECIFY)		FILE DRAWER(S) MICROFILM REEL(S) RUNNER COMPUTER TAPE(S)			
11. FILE IS USED		12. FILE BECOME	S INACTIVE AFTER			
DAILY DEEDLY	D MONTHLY	1	MONTH(S) DYEAR(S)			
13. CURRENT LOCATION(S) (BLDG.,FL	oor, room)	14. IS RECORD S	ERIES DUPLICATED ELSEWHERE? EGIFY AGENCY OR OFFICE)			
15. ACCESS RESTRICTIONS TO YES		16. AUDIT REQUII	REMENTS ATE - FEDERAL - INDEPENDENT			
17. IS AN INDEX SYSTEM USED! (IF		18. RECOMMENDE	D RETENTION			
O YES D NO		Retain for three (3) years and, then, destroy.				
Myles Carpeneto, Director of Procurement Services	20. TELEPHONE (301) 764-4113	NUMBER	21. DATE 5/1/9)			

INSTRUCTIONS TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)	DEFARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7278 WATERLOO ROAD P.O. BOX 278 JESSUP, MARYLAND 20794		AGENCY RECORDS INVENTORY PAGE 4 OF 4		
1. DEPARTMENT/AGENCY Public Safety and Correctional Services	2. DIVISION Division of Cor		3. UNIT Internal Investigation		
DEFINITION-RECORD SERIES - REFEREN	CE AS TELL AS RET	ENTION AND DISPOS	AND USED AS A UNIT FOR		
4. RECORD SERIES TITLE	•		5. EARLIEST YEAR/LATEST YEAR TO		
	POLICE M. DECENIES THE TRANSPORTER				
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) ULETTER SIZE UMICROFILM LEGAL SIZE COMPUTER TAPE BOUND BOOK UFLOPPY DISK	8. RECORD SERIES SEQUENCE ALPHABETICAL NUMERICAL CHRONOLOGICAL		FILE DRAWER(S) MICROFILM REEL(S) COMPUTER TAPE(S) NUMBER OTHER(SPECIFY)		
OTHER(SPECIFY)	GEOGRAPHICAL OTHER(SPECIFY)		IO. ANNUAL ACCUMULATION FILE DRAWER(S) MICROFILM REEL(S) RUMBER COMPUTER TAPE(S) OTHER(SPECIFY)		
11. FILE IS USED	□ MONTHLY	_	S INACTIVE AFTER MONTH(S) PYEAR(S)		
13. CURRENT LOCATION(S) (BLDG.,FI	LOOR, ROOM)		ERIES DUPLICATED ELSEWHERE! ECIFY AGENCY OR OFFICE)		
15. ACCESS RESTRICTIONS TYPES (1F YES, CITE LAW(S) & REGULAT		16. AUDIT REQUIREMENTS			
17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN BRIEFLY AND DESCRIBE ANY HARDBARE/SOFTWARE) U YES D NO		Retain open reports until they are suspended or closed. Retain suspended or closed reports for five (5) years and then destroy.			
Myles Carpeneto, Director of Procurement Services	20. TELEPHONE N		21. DATE 5/1/9/		