3-09/110.40 - Reproduction/Destruction of Criminal Record Information

Criminal record information shall be reproduced only within the physical facilities of the unit, with the authorization from and under the supervision of the unit's designated criminal records security officer.

When RAP sheets/criminal record data are destroyed, the destruction shall be carried out to the extent that the identity of the subject can no longer be ascertained. When RAP sheet information/criminal record data is destroyed outside of the authorized agency, a person designated by the agency shall witness the destruction.

Prior to release or reassignment of any electronic storage media containing criminal record information to any non-criminal justice purpose, the criminal record information shall be completely erased from the media.

Printouts of criminal record information obtained through system development, test, or maintenance shall be destroyed at the completion of the function or purpose for which the printout was obtained.