3-09/290.00 - Retention of Department Records

This section defines various Department records, either original document or unalterable electronic document and establishes a retention period for which they must be maintained. At the expiration of the retention period, the records shall be destroyed.

Unless indicated otherwise, Records and Identification Bureau shall be responsible for retaining these records.

- Announcements:
  - All types of Department broadcasts;
  - Electronically retained by Data Systems Bureau; and
  - Two year retention;
- Bail deviation record:
  - Stations retain; and
  - Two year retention;
- CWS warrants:
  - Warrant transmittals and warrant recalls via JDIC; and
  - Two year retention. When the warrant cannot be located, retain warrant transmittals and recalls indefinitely;
- Buy forms:
  - Information regarding pawnshop customer and transaction such as a loan, buy, or consignment which is supplied by the dealers who originally received said form from the License Detail;
- Pawn and Receivers Detail retain:
  - Two year retention;
- Court lists:
  - Stations retain; and
  - Six month retention;
- Deputy Daily Worksheet (SH-CR-73):
  - Summary of personnel assigned to each station for each shift and their individual assignments;
  - Data Systems Bureau retains; and
  - Two year retention.

When the Deputy's Daily Work Sheet is subject to audit for a time period stipulated within a contractual agreement, such logs shall be retained for the period of time stipulated but in no case less than five years.

- JDIC Messages:
  - JDIC messages to CLETS, in county, out-of-county and out-of-state. Also JDIC messages and recalls;
  - Electronically retained by Data Systems Bureau; and

- Three year retention;

- Sex and Arson registration:
  - Sex and Arson Registration indefinitely (0);
- Property Control (PC) cards:
  - Used for recording evidence by this Department; and
  - Five year retention. The Property Custodian will retain the PC Cards;
- Receipt books:
  - Department miscellaneous receipt books are receipts for services rendered to the public which the Department affixes a charge;
  - Units/stations retain; and
  - Three year retention.
- Booking Jackets:
  - All original related booking documents are to be sent to IRC for archiving. Including the original signed Probable Cause Declaration; and
  - Retention will match the Incident Report (URN) retention in LARCIS;
- Ride-Along Waiver (SH-AD-173);
  - Originating unit retains Department form for waiver of civil liability when riding in a Department vehicle during a Ride-Along Program assignment;
  - Stations retain; and
  - Two year retention;
- Sealed records:
  - Contain juvenile court order sealing arrest information and abstract of juvenile's record; and
  - Destroy at the expiration of their retention period, for the type of classification of the sealed record;
- Station activity logs:
  - CRT dispatch activity printouts;
  - Stations retain; and
  - Two year retention;
- Station communication tapes:
  - Stations retain; and
  - 120-day retention.