

## Division of Purchasing

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*Law Enforcement Records  
Retention Schedule of the  
Records Management Guide*

(This Schedule Revised April, 2008)



**C.L. "BUTCH" OTTER, GOVERNOR**

**Department of Administration**

Michael Gwartney, Director

[http://adm.idaho.gov/purchasing/RecordsCenter/individual\\_books/Law\\_Enforcement\\_Records\\_Book.pdf](http://adm.idaho.gov/purchasing/RecordsCenter/individual_books/Law_Enforcement_Records_Book.pdf)

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# APPENDIX 9: RECORDS RETENTION SCHEDULE FOR STATE GOVERNMENT AGENCIES

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## GUIDELINES

A record is recorded information, in any form, including data in computer systems, created or received and maintained by an organization or person in the transaction of business or the conduct of affairs and kept as evidence of such activity.

The following records retention schedule is reviewed and modified, if necessary, on a yearly basis. The schedule is designed to be a reference in designing individualized agency retention schedules and to provide a level of uniformity in records retention throughout Idaho state government. The State Record Center, Department of Administration, should be contacted regarding proposed changes or modifications to the records in this schedule, or if activities of an agency require different retention.

All retention periods are filed by either the fiscal or calendar year. For all UNANNOTATED DUPLICATE COPIES, preferably destroy immediately after administrative need ends by either the fiscal or calendar year.

## INTRODUCTION TO RECORDS RETENTION SCHEDULE

This schedule is intended for use within an agency's records management program. Regardless, until an agency creates a version of this records retention series specific to its facilities, these are the accepted and established time frames and limitations that should be adhered to.

Retention Schedule Headings Definitions	
Series #	Number associated with each schedule type
Series Title	A general description of the series
Office of Record	Office that commonly creates the record and holds it during its active period
Retention Period	Time to retain the record; life of the record
Transfer Instructions	Where a record goes after its active period
Archival	<p><b>A</b> – Indicates the record is or may be permanent and have historic value</p> <p><b>R</b> – Indicates a required review by the Records Manager to determine value</p>
Vital	<b>X</b> – Record is vital for immediate operation of the office of origin or the institution.
Guidance: Restricted Access	<p><b>RA</b> – Refers to the security needs of a record series. Must be justified.</p> <p><b><i>Access to applicable records should be limited to authorized personnel and approved individuals due to privacy and educational interests. Questions about limits should be based on the type of records, its content and the nature of the request for access and use.</i></b></p> <p>Records may contain, but are not limited to, confidential, personal or proprietary information.</p>
Guidance: Authorities	Federal and State laws, regulations or requirements that pertain to the series. Where not specifically referenced, Idaho Code § 9-337 through 9-347 of the Public Records Law has been applied. Note that there are exemptions for the access requirements of this law. These may be noted as well.

Retention Codes (Refer to Records Regardless of Format; Type May Vary)	
AC	After closed, terminated, completed, expired, settled or last date of contract
AV	As long as administratively valuable
CE	Calendar Year End (December 31 <sup>st</sup> )
FE	Fiscal Year End (June 30 <sup>th</sup> )
LA	Life of Asset
PM	Permanent
UA	University Archives
US	Until Superseded

## HOW TO USE THESE SCHEDULES

### ESTABLISHING A SCHEDULE

This schedule assumes that:

- The person using it is knowledgeable about his/her office or agency's records;
- An inventory of the records of the office or agency will be performed;
- Time will be taken to apply the definitions to the records found on hand; and
- Records will not be destroyed or reorganized without supervision of the agency's Records Manager or consultation with the State Archivist.

### FUNCTIONS AND TYPES OF RECORDS

This schedule is intended to address records common to most offices and agencies of the State of Idaho. Not every type of record listed here will occur in every agency. Some agencies will discover they have records that do not appear to fit any of these series. For those records, contact the State Archivist or the agency's Records Manager for guidance.

### HIERARCHY OF RECORDS WITHIN AN AGENCY

Put simply, not every office holding a copy of a record is holding the *record copy*. An example is time sheets. The record copy of a time sheet is the one signed and sent to the payroll office. Any copies kept in other offices to confirm later payroll reports (e.g., proper charges to accounts, etc.) are a short-term record, as are any personal copies in other offices. The Office of Record is the payroll office.

When trying to assess the value of a record in the focus area, bear this concept in mind: Where does the ultimate responsibility for a document, report or record lie? There are instances where a record has value for different reasons in different offices. This is the primary reason a physical inventory of records is essential to this process.

### WHEN A RECORD SHOULD BE RETAINED LONGER THAN ITS RETENTION

Documents, regardless of format or storage media (e.g., electronic files), associated with any dispute, audit or legal proceeding should not be destroyed or altered without consultation with the agency's Records Manager, General Counsel, Deputy Attorney General or the State Archivist.

### CONFIDENTIALITY, RESTRICTED ACCESS AND PUBLIC RECORDS

The need to limit access to a record type does not mean that it is unavailable as a public record.

- Requests for access to public records should be handled by personnel familiar with the requirements of the laws and regulations that apply to the information requested; and
- For some records flagged in this schedule as "RA – Restrict Access," copies can be furnished where restricted information is blocked out or redacted to make it available to a public records request. An example is a contract that may be copied if social security number, names, etc., have been obscured.

Concerns about making records available to a public records request should be addressed to the agency's Records Manager, General Counsel, Deputy Attorney General or the State Archivist.

## **CREATING AN AGENCY'S RETENTION SCHEDULE**

Once an inventory is completed and a summary of the record series which occur in the agency's office has been compiled, based on this general schedule, a set of decisions will need to be made to establish the Office of Record for each record type. **NOTE:** For many common series, like "correspondence," the Office of Record will probably be the "office of origin" until it is time to transfer the inactive years of material to the State Archives. Other records have obvious "homes," like payroll records (Accounting or Payroll) and permanent or long-term personnel files (Human Resources). It should be noted that smaller-scale agencies may find that a central office becomes the Office of Record for many record types because of staffing or the preference of the agency director. For agencies with regional offices around the State, these decisions may seem problematic. However, with a careful focus on the needs of the offices within an agency and by consulting the State Archivist, these decisions can be made to the benefit of all.

One of the established benefits of records management, with improved accountability of the Office of Record, is efficiency, in both expense and time, of being able to retrieve a record when it is truly needed, without multiple copies taking up space throughout an agency or an office.

## **HOW TO USE THE RETENTION SCHEDULE FORMAT**

Please consider the sample inserted below. Microsoft Excel was used to create this version of the retention schedule document. The fields of the table should be adhered to for compatibility with other State agencies and offices within a given agency.

The *Records Retention Form*, an online Excel fill-in form document, may be accessed at [http://adm.idaho.gov/purchasing/record\\_cnt.htm](http://adm.idaho.gov/purchasing/record_cnt.htm).

## SAMPLE RECORDS

Series #	Series Title (Additional Description)	Office of Record	Retention Period & Transfer Instruction (By Year)	Archival (A) or (R)	Vital (X)	Guidance
SG0110	<b>PERIODIC BUDGET REPORTS</b>  Monthly or routine reports on the status of agency appropriation accounts and apportionment, excluding Annual Budget Reports.		FE +3, then destroy			
SG1310	<b>LOSS CONTROL INSPECTION REPORTS</b>  An annual self-inspection report used to identify potential hazards within the building or on the agency property. This record may also be used as evidence in defense of a claim.  <b>GUIDANCE:</b> - Retain by agency until superseded or obsolete, then send to Risk Management.	Risk Manage- ment	US +12, then destroy			
SG18312	<b>STUDENTS - FINANCIAL AID RECORDS - FFEL AND DIRECT LOANS</b>  Records related to borrower's eligibility and participation. All audit requirements to be met prior to disposal.  <b>GUIDANCE:</b> - AC - End of the award year in which the student last attended. - Retention based on 34 CFR § 668.24		AC +3, then destroy			<b>RA</b> -Access: FERPA, Confi- dential Record.
SG18559	<b>COMPUTER SYSTEMS - HARDWARE DOCUMENTATION</b>  Operational and maintenance requirements of computer hardware, such as operating manuals, hardware configurations, control systems.  <b>GUIDANCE:</b> - Series may relate to property management schedules.		PM	A	X	<b>RA</b> -Access may be restricted as part of facility security plans.

**NOTE:** A column may be added for specific agency series numbers to allow for associating a records series with an in-house procedure or policy.

## LAW ENFORCEMENT RECORDS

Series #	Series Title (Additional Description)	Office of Record	Retention Period & Transfer Instruction (By Year)	Archival (A) or (R)	Vital (X)	Guidance
SG1601	<p><b>ACTIVITY REPORTS, LAW ENFORCEMENT</b></p> <p>Individual officer, shift, and other activity reports usually filed on a daily, weekly, monthly, or annual basis. Useful for reference, performance monitoring, compiling annual reports, planning and budgeting, and for briefing subsequent shifts or activities. Applies to various duties such as dispatch, confinement, investigations, and patrol. Information usually includes name, shift, date, activities, and various statistical categories for tracking the number of arrests, phone calls, mileage, and other indicators. Also includes monthly and annual law enforcement or uniform crime reports summarizing statistics on criminal activity and office operations. Information may include date, categories, totals, and related data.</p>		<p><i>Annual reports and monthly reports (for years in which no annual report exists):</i> PM</p> <p><i>Other Reports:</i> AC +3, then destroy</p>			Contact State Archivist.
SG1602	<p><b>ALARM RECORDS</b></p> <p>Records documenting the licensing, use, and response to security alarms. Licenses and permits usually contain name and address of holder, type of alarm, location, instructions to officers responding to call, names of individuals to be contacted when alarm sounds, fee charged, and related data. Other records may include alarm response reports and false alarm reports. False alarm reports are used to document ordinance violations concerning the number of false alarms in a given period.</p>		AC +2, then destroy			

**LEGEND:**

**Retention Codes:** **AC**-After closed, terminated, completed, expired, settled or last date of contact; **AV**-As long as administratively valuable; **CE**-Calendar Year End (December 31st); **FE**-Fiscal Year End (June 30th); **LA**-Life of Asset; **PM**-Permanent; **UA**-University Archives; **US**-Until Superseded

**Archival:** **A**-Record is or may be permanent and have historic value; **R**-Required review by the Records Manager to determine value.

**Vital:** **X**-Record is vital for immediate operation of the office of origin or the institution

**Guidance:** **RA**-Refers to the security needs of a record series. Must be justified.

Series #	Series Title (Additional Description)	Office of Record	Retention Period & Transfer Instruction (By Year)	Archival (A) or (R)	Vital (X)	Guidance
SG1603	<b>ARREST WARRANT LOG RECORDS</b>  Records documenting the status of arrest warrants as served, unserved, or recalled by the court. May include logs, validation listings, checkout sheets, and related records. Logs usually include date of warrant, subject's name, charge, date, warrant served or recalled, and related information.		US, then destroy			
SG1604	<b>ARREST WARRANT RECORDS</b>  Records related to a written order made by the court on behalf of the commanding law enforcement officials to bring a specified individual before the court. May also include detainer requests, informational documents related to the wanted person, teletypes, and other records relevant to the service of warrants. Warrant information includes date, court, judge's name, individual's name and date of birth, charge, and related data.  <b>GUIDANCE:</b> - AC - Until served or recalled by the court.		AC, then destroy			
SG1605	<b>BOOKING RECORDS</b>  Books, logs, or other records documenting the confinement and release of individuals held in an agency correctional facility. Information usually includes name, charges, date of confinement, date of release, physical condition, and related data.		<i>Homicide or Felony:</i> PM  <i>Misdemeanor:</i> AC +5, then destroy			Contact State Archivist.

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APPENDIX 9 - LAW ENFORCEMENT RECORDS

Series #	Series Title (Additional Description)	Office of Record	Retention Period & Transfer Instruction (By Year)	Archival (A) or (R)	Vital (X)	Guidance
SG1606	<b>BULLETINS FROM OTHER AGENCIES</b>  Bulletins, circulars, and related records received from federal, other state, and local law enforcement agencies. Usually contains descriptions and photographs of fugitives, missing persons, or stolen property. May also include other information of interest to the department.		US, then destroy			
SG1607	<b>CIVIL ENFORCEMENT CASE FILES</b>  Record of actions taken relating to a specific civil case. Information may include attempts at service, actual service information, and documentation of enforcement actions taken under the provisions of the order.		AC +3, then destroy			
SG1608	<b>COMMUNICATIONS LOGS</b>  Logs documenting incoming and outgoing communications including radio, telephone, computer aided dispatch, and teletype. Information may include date and time, subject, location, response, message, and other data depending on type of transmission.		AC +1, then destroy			
SG1609	<b>COMPUTER INQUIRY RECORDS</b>  Logs or other hard copy records documenting requests made to other agencies involving missing persons, wanted persons, stolen vehicles, and other subjects.		US, then destroy			

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SG1610	<p><b>COMPUTER VALIDATION RECORDS</b></p> <p>Logs or similar hard copy records detailing validation requests and proof of verification for NCIC or other law enforcement information networks. Useful to document maintenance of network standards.</p> <p><b>GUIDANCE:</b> - AC - Until audited by NCIC or other applicable law enforcement network, whichever is first.</p>		AC +5, then destroy			
SG1611	<p><b>CRIME ANALYSIS RECORDS</b></p> <p>Records documenting department efforts to anticipate, prevent, or monitor possible criminal activity. May include reports, statistical summaries, photographs, sound and video tape recordings, and related documents. Subjects often include crime patterns or modes of operation, analysis of particular crimes, criminal profiles, forecasts, movements of known offenders, alerts from other agencies, and others.</p>		<p><i>Major crime analyses or studies:</i> AC +10, then destroy</p> <p><i>Other records:</i> US, then destroy</p>			
SG1612	<p><b>CRIME PREVENTION COMMUNITY ORGANIZATION RECORDS</b></p> <p>Mailing lists, plans, evaluations, notes, reports, and other records documenting community organizations, associations, individual volunteers, and others engaged in or interested in crime prevention efforts. Useful in developing community support for law enforcement programs.</p>		US, then destroy			

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SG1613	<b>CRIME PREVENTION PROGRAM RECORDS</b>  Records documenting department efforts to train citizens in crime prevention. May contain training and media presentation records including lesson plans, outlines, tests, evaluations, speeches, and related records. Subjects usually include neighborhood watches, home security, and others.		PM			Contact State Archivist.
SG1614	<b>CRIME PREVENTION SECURITY SURVEY RECORDS</b>  Records documenting citizen requested officer surveys of homes and businesses and subsequent recommendations related to security. Usually contains a detailed checklist of problems or security defects. Subjects often includes areas of potential break in, blocked exits, landscaping that can hide crime, and similar topics. Survey usually is compiled into a report that is sent to the owner or renter.		AC +2, then destroy			
SG1615	<b>CRIME PREVENTION VACATION HOUSE INSPECTION RECORDS</b>  Records documenting the inspection of homes and other properties while the occupants are away. Information often includes name, address, date received, vacation beginning and ending dates, emergency contact information, special conditions at the house or property, dates and times officers checked the house or property, and related data.		US, then destroy			

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SG1616	<p><b>CRIMINAL ARREST HISTORY RECORDS</b></p> <p>Records documenting information on the accumulated criminal arrest history of individuals which may be useful in current or future investigations. Records may include summary sheets or cards, arrest reports, fingerprint cards, mug shots, and related documents. Information often includes name, aliases, residence, sex, age, date and place of birth, height, weight, hair and eye color, race, scars, marks, tattoos, abnormalities, date of arrest, offense committed, habits, closest relatives or friends, and more.</p>		<p><i>Homicide or Felony:</i> PM</p> <p><i>Misdemeanor:</i> AC +5, then destroy</p>			Contact State Archivist.
SG1617	<p><b>CRIMINAL HISTORY DISSEMINATION RECORDS</b></p> <p>Logs and other records documenting the dissemination of criminal histories and other law enforcement information to other agencies or criminal information systems. May include teletype and computer message logs. Information includes date of release, subject of information, recipient of information, reason information was requested, and identification numbers.</p>		US, then destroy			

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SG1618	<p><b>CRIMINAL INTELLIGENCE SYSTEM DATABASE RECORDS</b></p> <p>Records documenting possible and proven criminal activity by individuals, groups, organizations, and businesses for use by local government law enforcement agencies. Includes investigatory reports, statistical reports, correspondence, memoranda, and related records. Information includes suspect identification, alleged activity, location, date, source validity, and other data. Sources include law enforcement and regulatory agencies, and private citizens.</p> <p><b>GUIDANCE:</b> - See also SG0408, Data Documentation for Primary Operations Databases.</p>		<p><i>Homicide or Felony:</i> PM</p> <p><i>Misdemeanor:</i> AC +5, then destroy</p>			Contact State Archivist.
SG1619	<p><b>DETOXIFICATION CONFINEMENT LOGS</b></p> <p>Logs listing names of individuals held because of drunkenness and released when sober. Includes dates and times confined and released, name of individual, and related information.</p>		AC +2, then destroy			
SG1620	<p><b>EMERGENCY TELEPHONE CALLS CONTINUOUS AUDIO TAPES</b></p> <p>Audio tapes that record incoming emergency calls, law enforcement and emergency dispatches, radio activity, and 9-1-1 calls. Tapes are maintained on a 24 hour basis. Recordings of serious incidents may warrant longer retention for legal reasons. These may be transferred onto a separate tape and retained until legal action is resolved.</p>		US, then destroy			

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SG1621	<p><b>EQUIPMENT ISSUED RECORDS</b></p> <p>Records documenting equipment issued to an agency law enforcement agency and other agency personnel. Items include but are not limited to handcuffs, keys, uniforms, badges, personal protective and fire fighting equipment, and lockers. May include inventories, optional equipment lists, data sheets, and other records. Information often includes date, employee name, number, and section, description of equipment, and related data.</p>		US, then destroy			
SG1622	<p><b>EXPUNGED OR SEALED RECORDS</b></p> <p>Records documenting the arrest and/or conviction of a person who petitions and is granted by the court an order sealing or otherwise disposing of any related records. Upon entry of such an order, the applicant for purposes of the law shall be deemed not to have been previously convicted, or arrested as the case may be, and the court shall issue an order sealing the record of conviction or other official records in the case, including the records of arrest whether or not the arrest resulted in further criminal proceeding.</p>		PM			Contact State Archivist.
SG1623	<p><b>FIELD INTERROGATION REPORTS</b></p> <p>Informational reports written by a law enforcement officer related to individuals, events, or vehicles for which the officer does not have probable cause for enforcement. Information usually includes name and address of person contacted, physical description of person or vehicle, officer's name, location of contact, date and time, witnesses, reason for contact, and related data.</p>		AC +1, then destroy			

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SG1624	<p><b>FINGERPRINT CARDS</b></p> <p>Cards containing fingerprints, palm prints, toe prints, and other personal identifiers of arrested individuals. Used for identification and apprehension of suspects in criminal investigations. May also include fingerprints of private security personnel working in an area. Information often includes name, address, date and place of birth, Social Security number, alias, occupation, employer, name of individual taking prints, and related data. Fingerprint cards of individuals known to be dead need not be retained.</p>		<p><i>Homicide or Felony:</i> PM</p> <p><i>Misde-meanor:</i> AC +5, then destroy</p>			Contact State Archivist.
SG1625	<p><b>FINGERPRINT CARDS, LATENT</b></p> <p>Cards containing latent fingerprints and palm prints found at crime scenes without identification of suspects. These are compared against cards on file at the agency. Usually contains information related to the crime, location, date and time, and other details of the case.</p>		<p><i>Homicide or Felony:</i> PM</p> <p><i>Misde-meanor:</i> AC +5, then destroy</p>			Contact State Archivist.

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SG1626	<p><b>HANDGUN DEALERS' SALES RECORDS</b></p> <p>Records documenting purchases of handguns from dealers. May include duplicate register sheets mailed by the dealer to the law enforcement agency and triplicate register sheets mailed by the dealer to the State Police for criminal records checks and then forwarded to the agency. Information includes series number, sheet number, sales person, Date and time, city, make, serial number, caliber, name of purchaser, date of birth, address, height, occupation, race, color of eyes and hair, local address (if traveling), and signatures of purchaser and sales person.</p>		PM			Contact State Archivist.
SG1627	<p><b>INDEMNITY BONDS</b></p> <p>Copies of insurance bonds issued to indemnify the law enforcement agency against claims of wrongful actions in civil seizure cases.</p> <p><b><i>GUIDANCE:</i></b> - AC - After seizure has been completed and a return has been made to the court of issuance.</p>		AC +2, then destroy			

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SG1628	<p><b>IMPOUNDED AND ABANDONED VEHICLE RECORDS</b></p> <p>Records documenting vehicles impounded by the department related to accidents, abandonment, recovered stolen vehicles, vehicles used in the commission of crimes, and other reasons. May include reports, notifications, information cards or sheets, receipts, and related records. Information often includes the make, model, year, color, identification number, tag number, and condition of the vehicle and contents, reason for impounding, location of impoundment, charge (if any), towing company used, release conditions, name and address of individual to whom vehicle was released, and other data.</p> <p><b><i>GUIDANCE:</i></b> - AC - After disposition, for records not included in Incident Case Files.</p>		AC +2, then destroy			
SG1629	<p><b>INCIDENT CASE FILE INDEXES</b></p> <p>Indexes to incident case files used as cross references between case numbers, names, dates, modus operandi, and other descriptive information.</p>		PM			Contact State Archivist.

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SG1630	<p><b>INCIDENT CASE FILES</b></p> <p>Central case files documenting complaints or other actions or incidents investigated by the department. Usually filed by case number. Records may include investigative reports, fingerprint cards, original arrest reports, supplemental reports, photographs, correspondence, teletypes, court orders, court dispositions, officer notes, laboratory reports, DUI test records including chemical analyses (also known as intoxilyzer or breathalyzer test records), citizen arrest certificates, copies of warrants, search warrants, and booking sheets, property/ evidence reports, custody reports, and other related documents. Information usually includes suspect identification, alleged activity, location, date, validity of source information and other data. Sources include law enforcement and regulatory agencies and private citizens.</p>		PM			Contact State Archivist.
SG1631	<p><b>INFORMANT CASE FILES</b></p> <p>Records documenting information about informants used by department personnel. May include reports, correspondence, payment records, fingerprint cards, signature cards, letters of understanding on informant activities, and related records. Risk management issues arise when keeping these records for longer periods of time. There is a real liability issue when dealing with personal information.</p>		AC +3, then destroy			

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SG1632	<b>INMATE ACCOUNTABILITY RECORDS</b>  Logs, lists, rosters, and other records documenting inmate counts, cell locations, and status, as well as related information. May include logs detailing status of individual inmates such as those awaiting action or on hold status, released on their own recognizance, or released on security. May also include rosters documenting the location of all inmates by head counts at regular intervals.		AC +1, then destroy			
SG1633	<b>INMATE CASE FILE INDEXES</b>  Indexes used to access inmate case files. Usually cross referenced by name, case number, and other identifiers.		PM			Contact State Archivist.
SG1634	<b>INMATE CASE FILES</b>  Records documenting non-medical information on inmates confined in an agency correctional facility. Often contains date of entry, date of release, incident reports, release receipt indicating return of property, court commitment and release orders, behavioral information, and other relevant information concerning the arrest and confinement of an individual.		PM			Contact State Archivist.
SG1635	<b>INMATE MEAL RECORDS</b>  Records documenting menus used to plan and schedule inmate meals. May include listings of those inmates who received meals. Information may include month, day, meal, menu, inmates served, and related data.		US, then destroy			

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SG1636	<p><b>INMATE MEDICAL RECORDS</b></p> <p>Records documenting outpatient medical treatment given to inmates. Often contains treatment log, prescriptions, health questionnaires, laboratory reports, x-ray reports, medical reports from other facilities, and related records. Information may include inmate's name, date of treatment, description of treatment, and related data.</p>		AC +7, then destroy			
SG1637	<p><b>INMATE MEDICATION RECORDS</b></p> <p>Records documenting medications kept by the jail and dispensed to inmates. Often contains logs and related records. Information may include name of medication, date and time issued, name of inmate to whom medication was dispensed, name of individual dispensing medication, amount dispensed, amount remaining in stock, and related data.</p>		AC +7, then destroy			
SG1638	<p><b>INMATE TELEPHONE AND MAIL LOGS</b></p> <p>Logs and other records documenting telephone calls and mail sent and received by inmates. Information may include name of inmate, date and time of telephone call or mail, and related data.</p>		AC +1, then destroy			

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SG1639	<b>INMATE VISITOR RECORDS</b>  Records documenting information about visitors to inmates confined in an agency correctional facility. May include logs, request slips, and related records. Information often includes date, time in, visitor's signature and address, object of visit, time out, and related data.		AC +1, then destroy			
SG1640	<b>INTERNAL INVESTIGATIONS CASE FILES</b>  Records documenting investigations of department personnel for violations of laws, rules, or policies and may include findings and dispositions of investigations. Records often contain complaints, correspondence, investigatory reports, interviews, hearing summaries and testimony, and related documents. Information usually includes name of employee investigated, reason, location of violation, date, accomplices' names and addresses, witnesses' names and addresses, action taken, and related data.		AC +3, then destroy			
SG1641	<b>JUVENILE TEMPORARY CUSTODY RECORDS</b>  Records documenting children taken into temporary custody by the department. The action is not considered an arrest. Information may include the name, age, and address of the child, the name and address of the person having legal or physical custody of the child, reasons for and circumstances under which the child was taken into temporary custody, and other data.		AC +3, then destroy			

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SG1642	<b>LOST AND FOUND PROPERTY RECORDS</b>  Records documenting agency receipt and maintenance of lost and found or abandoned property such as money, bicycles, automobiles, and other items not related to a crime. Includes receipts, inventory lists, destruction logs, property reports, and related records.		AC +3, then destroy			
SG1643	<b>MAPS, LAW ENFORCEMENT</b>  Maps and related records maintained for reference and for tracking various trends. Examples include but are not limited to Neighborhood Watch Program maps, Block Home Program maps, street number location maps and books, parking meter maps, and maps plotting reported crimes in a given area.		PM			Contact State Archivist.
SG1644	<b>MASTER NAME INDEX RECORDS</b>  Records documenting information on each individual who has been field interrogated or arrested, suspects or accomplices in crimes, victims, complainants, and witnesses to incidents. Information may include name, address, date of birth, race, sex, date and time of incident or contact, incident number, and related data.		PM			Contact State Archivist.

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SG1645	<p><b>MUG SHOTS</b></p> <p>Photographs and negatives of arrested individuals used for identification and apprehension of suspects in criminal investigations.</p>		<p><i>Homicide or Felony:</i> PM</p> <p><i>Misdemeanor:</i> AC +5, then destroy</p>			Contact State Archivist.
SG1646	<p><b>OFFICER NOTES</b></p> <p>Notes written by officers during the course of a shift containing information which may or may not be included in an official report. May pertain to contacts, incidents, unusual circumstances, and other subjects. Useful for referral in writing reports and testifying in court. Information includes names, dates, times, vehicles, activities, locations, and related data.</p>		AC +3, then destroy			
SG1647	<p><b>OFFICER WEAPON REGISTRATION RECORDS</b></p> <p>Records documenting weapons assigned to law enforcement officers. Information includes officer's name, and the make, model, serial number, and caliber of the weapon.</p>		US, then destroy			

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SG1648	<b>PAWN BROKER AND SECOND HAND DEALER REPORTS</b>  Reports submitted to the department documenting merchandise bought and sold by dealers. Useful in tracing stolen items. Information includes name, address, identification, and personal description of pledger, as well as the date, dealer's name, and description of article.		AC +3, then destroy			
SG1649	<b>PHOTO IDENTIFICATION RECORDS</b>  Photographs and other records used to identify agency employees, private security personnel, contract workers, and others. May include photographs taken for agency identification cards, driver's license photographs, and information such as name, date of birth, physical description, identification number, driver's license number, and other data.		PM			Contact State Archivist.
SG1650	<b>POLYGRAPH RECORDS</b>  Records documenting polygraph tests given to criminal suspects, prospective employees and others. Includes pre-examination records, examination questions for individuals interviewed, statements of consent, polygraph analysis reports, examiner's original test questions, examination chart tracing reports, polygraph results charts, conclusions, interviewee statements, and background information.		<i>Homicide or Felony:</i> PM  <i>Misdemeanor:</i> AC +5, then destroy			Contact State Archivist.

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SG1651	<p><b>PROPERTY AND EVIDENCE CONTROL AND DISPOSITION RECORDS</b></p> <p>Records used to track property and evidence coming into department possession. Documents receipt, storage, and disposition of personal property and physical evidence from defendants, victims, and others. May include evidence photographs documenting crime scenes, accidents, and other incidents. Records often include receipt forms, evidence control sheets, property reports, destruction lists, property consignment sheets, seized firearm logs, homicide evidence inventories, and other documents. Information usually includes case number, tag number, date and time, property or evidence description, storage location, release date, and other data.</p>		US, then destroy			
SG1652	<p><b>PROPERTY REGISTRATION RECORDS</b></p> <p>Records documenting the registration of property for identification in case of theft, loss, or burglary. Property includes but is not limited to bicycles, televisions, cameras, stereos, and guns. Information may include name, address, and phone number of owner, date, description of property, serial number, and related data.</p>		US, then destroy			
SG1653	<p><b>PROPERTY SALES RECORDS</b></p> <p>Documents sale and conveyance of real and personal property by the enforcement agency. May include certificates of levy, notices of sale, publication proofs, mailing receipts, copy of judgment and execution, certificate of sale, return of service, and copy of deed issued.</p>		AC +7, then destroy			

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SG1654	<p><b>RADAR EQUIPMENT AND OTHER TECHNICAL EQUIPMENT CERTIFICATION AND MAINTENANCE RECORDS</b></p> <p>Records documenting the calibration and maintenance of radar or other technical equipment that may be useful in documenting the accuracy of the readings. Often includes original factory certification of calibration. If tuning fork tests reveal an inaccuracy, the equipment is removed from service for repair and re-calibration. Information related to maintenance and repair may include a description of work completed, parts used, date of service, equipment number, make, model, and related data.</p>		LA +2, then destroy			
SG1655	<p><b>RECORDS REQUEST FILE</b></p> <p><b>A.</b> Request for access to public records, when request is granted.</p> <p><b>B.</b> Request for access to public records, when request is denied, including statement of denial, appeal records, documenta-tion of review and decision.</p>		<p><i>Items:</i></p> <p><b>A:</b> AC +1, then destroy</p> <p><b>B:</b> AC +1, then destroy</p>			
SG1656	<p><b>RESULTS OF ALCOHOL AND DRUG TESTS ADMINISTERED BY LAW ENFORCEMENT PERSONNEL</b></p> <p>When not included as part of case investigation record.</p>		AC +5, then destroy			

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SG1657	<p><b>TELETYPE / FAX / ELECTRONIC MESSAGES</b></p> <p>Incoming and outgoing teletype or other electronic messages concerning a variety of subjects of interest to the department. Subjects include incidents, meetings, arrests, warrant confirmation and others. Information includes date, time, originating agency, and text. These are messages not warranting inclusion in INCIDENT CASE FILES or other record series.</p>		US, then destroy			
SG1658	<p><b>TOWED VEHICLE RECORDS</b></p> <p>Rotation lists and related records documenting tow truck requests and responses. Information usually includes date, name of requestor, name of towing company called, location, and other data. Records may also include documentation of vehicles towed from private property at the request of citizens. This information is used to prevent towed vehicles from being reported as stolen.</p>		AC +2, then destroy			
SG1659	<p><b>TRAFFIC AND OTHER CITATION LOGS</b></p> <p>Logs listing various information related to citations issued by the department. Usually includes type of citation, ticket number, name of violator, date of issue, and officer's name.</p>		AC +2, then destroy			

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SG1660	<b>TRAFFIC AND OTHER CITATIONS</b>  Department copies of citations issued for traffic, motor vehicle, and other violations. Includes Uniform Traffic Citations, parking citations, and others. Information includes city and county, date and time, name and address, date of birth, sex, occupation, license number, state, year, make and model of vehicle, location of violation, state or city law alleged violated, conditions, name of officer issuing citation, and related data.		AC +2, then destroy			
SG1661	<b>TRAFFIC VIOLATION WARNING RECORDS</b>  Records documenting warnings issued for traffic violations. Often used to determine repeat offenders and for follow-up investigations. Information usually includes date, time, category, name, address, phone number, date of birth, race, sex, hair and eye color, height, weight, Social Security number, drivers license number, make and model of vehicle, location of violation, violation, signatures, and related data.		US, then destroy			
<b>PROBATION</b>						
SG1662	<b>MASTER SUMMARY RECORD</b>  Index – Containing summary information on each case:		PM			Contact State Archivist.

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SG1663	<p><b>PROBATION DEPARTMENT CASE FILES</b></p> <p><b>A.</b> Pre-sentence or predisposition investigation report; quarterly supervision reports, including initial supervision plan; and termination report.</p> <p><b>B.</b> All case record material, other than pre-sentence investigation report or predisposition report, quarterly supervisory reports, and termination report.</p> <p><b>NOTE:</b> Although the above records have a less than permanent Retention period, the State Historical Records Advisory Board urges probation agencies to retain pre-sentence or predisposition investigation reports, quarterly supervision reports, and termination reports permanently. This type of material on occasion has been requested by judges. These reports contain information not available elsewhere, and document the government's role in the probation process.</p>		<p><i>Items:</i></p> <p><b>A:</b> AC +10, then destroy</p> <p><b>B:</b> AC +6, then destroy</p>			

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