



<b>Series</b> 100 Administration	<b>Effective Date</b> 08/16/2019	<b>Review Date</b> Annually	<b>Directive Number</b>  <b>101.11</b>
<b>Chapter</b> 101 - Organization and Management			
<b>Reviewing Office</b> <i>Planning, Research, and Deployment</i>			<input type="checkbox"/> <b>New Directive</b> <input checked="" type="checkbox"/> <b>Revised</b> <small>Revisions in <i>italics</i></small>
<b>References</b>			

**RECORD RETENTION SCHEDULE**

**101.11 - 1 PURPOSE**

The purpose of this policy is to provide procedures for the Detroit Police Department’s (DPD) record retention system.

**101.11 - 2 POLICY**

Public records are the property of the people of the State of Michigan. As a result, government agencies are responsible for ensuring that the public records they create and receive while conducting public business are retained and destroyed in accordance with Michigan law. The Detroit Police Department has adopted the State of Michigan’s General Schedule #11 Retention and Disposal schedule for local law enforcement agencies.

**101.11 - 3 Definitions**

**Auditable Form or Log**

The term “auditable form” or “auditable log” means a discrete record of the relevant information maintained separate and independent of blotters and other forms maintained by the Department.

**Public Records**

The Michigan Freedom of Information Act (FOIA) (Public Act 442 of 1976, as amended) defines public records as recorded information “prepared, owned, used, in the possession of, or retained by a public body in the performance of an official function, from the time it is created.”

**101.11 - 4 Procedures**

**Abandoned Vehicle Notice - 2 years**

These records document vehicles that are abandoned and/or impounded. They may include photographs, data describing the vehicle, TR-52 "Notice of Abandoned Vehicle" forms, and requests from wrecker companies.

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**Accident Reports - 3 years**

These records document accidents reported to the Michigan State Police on the UD-10 "Uniform Traffic Crash Report" form. The retention is Pursuant to MCL 257.622.

**Accounts Receivable Records – 6 years**

These records document money received for restitution payments and may include transactions and daily balances.

**Activity Logs - 3 years**

These are daily activity logs of members deployed to the field or who are required to complete a DPD Activity Log.

***Administrative Subject Files – 5 years after close of topic***

*These records document various topics, issues, projects or activities that an agency/member is involved in. They may include, but may not be limited to, topical reference files about issues, strategic planning files for the agency, or specific initiatives, and special projects files. Document types may include correspondence, memoranda, reports, research, articles, meeting notes, and related background materials. Subject files do NOT include case files, human resource files, accounting records and other specific function-based records.*

**Administrative Training Schedule - 5 years**

This record documents in-house and external training. It lists the date, course title, and training hours received.

**Alarm Billings - 2 years**

These records document the billing for alarms and false alarms that *members* respond to. They may include billings, statements, and/or receipts.

***American Disability Act (A.D.A.) Files – 3 years after employment ends***

*These records document compliance with the Americans with Disabilities Act. They may include, but may not be limited to, member's medical records, criminal history checks, background checks, driving record, workers compensation information, disability information, and credit report.*

**Animal Control - 7 years**

These records document activity associated with animal control. They may include complaints and the Destruction of Animal Report (DOA) (DPD 669).

**Animal Control – Citations - 3 years**

These records document the issuance of animal control citations. If the citation is not paid, these records are passed onto the district court so a warrant or fine can be issued.

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**Annual Reports - PERMANENT**

This is the agency's copy of the annual report, submitted each year to document what activities and events have taken place.

**Arrest/Detention Log Data - 5 years**

These records *identify people who were arrested. They may include, but may not be limited to, names, dates, charges, and disposition.*

**Assigned Vehicle Maintenance (DPD251) - 1 year**

**Assumption of Risk (See Ride along Waiver)**

**Bank Statements - 6 years**

These statements are used to document money that is received and then deposited for preliminary breath tests, vehicle fines, bonds, etc.

**Blood Alcohol Content (BAC) Logs - 3 years**

These records document the evidentiary breath test administered to a suspect, and includes the Evidential Breath Test Log (OD-33) and BAC Data master Simulator Logs.

**Bicycle Registrations - 5 years**

These records are used to recover stolen bicycles. They may include the owner's name, contact information, bicycle description, serial number, and license tag number.

**Bond Receipts - 1 year**

These receipts document the payment of bail bonds. The form is a three (3) part document. One (1) copy is issued to the bonder, one (1) copy is forwarded to the courts, and the agency retains one (1) copy. The form identifies the person's name, case number, charges, date, appearance information and the amount of bail.

**Budget Information - 6 years**

These records are used to develop annual budgets. They identify the amount that was requested and eventually approved. The documents may include proposals, salary information, projected overtime reports, *and* vehicle and equipment needs/assessments.

**Building Plans - PERMANENT**

These documents are used to construct and maintain buildings and other infrastructure. They may include building plans, blueprints, key charts, drawing plans and diagrams of the office/jail, *security system information, and emergency plans. Buildings include buildings owned by the law enforcement agency and buildings the law enforcement agency provides security for.*

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**Calendars – 2 years**

*These records document members' work schedules, activities, and tasks. They may include, but may not be limited to, automated or manual planners and calendars.*

**Committee Records - 2 years**

These documents are from the various internal committees associated with the office, such as the Awards Committee. They may include membership lists, agendas, supporting documentation, minutes, reports, etc.

**Complaints – Citizens - 2 years**

These records document any complaints filed by citizens against a *member*. They document what action, if any, was taken.

**Computer Aided Dispatch (CAD) Log - 2 years**

These computer log reports are printed from the CAD system by Communications Operations. They document all calls that a *member* was dispatched to. The report summarizes the type of call, who responded, incident number generated, date, and time. They are used to support incident reports and various activities.

**Contracts – EXP + 6 years (EXP = date contract expires)**

These contracts document an agreement between the agency and anyone else. They may be used for services such as jail housing, medical examiners, jail doctors, medical personnel, police services, students, union labor, training and vendors.

**Correspondence – Departmental - 2 years**

This is general correspondence from various staff members within the Department. This correspondence is arranged chronologically or by correspondent name.

**Correspondence - Various Groups/Organizations - 2 years**

These records consist of various correspondence received from, and associated with, outside groups and/or organizations.

**Court (Investigator) Case Files - 25 years**

These records identify people who were arrested, and the charges that were filed against them. They may or may not contain copies of witness statements, subpoenas, photos, negatives, mug shots, incident reports, tickets, narratives, correspondence, statements, line up documentation, elimination prints, warrants, etc.

**Daily Detail Sheet - 5 years**

These records document who is on duty each day when roll call is taken.

**101.11 Record Retention Schedule**

**Destruction of Records, Interoffice Memorandum (DPD568) – PERMANENT**

**Detainee Forms (See Holding Cell Forms or Logs)**

***Disciplinary Case Files – PERMANENT***

**Dispatch/911 Recordings – 90 days**

Communications Operations shall be responsible for all recordings for the 90-day retention period. Any command that requests audio records shall be responsible for ensuring it is retained using the same retention policy as paper records and are part of the physical files.

**Disposition of Department Property/Equipment – ACT + 5 years (ACT = until item is disposed)**

These documents detail equipment/property donated or disposed of with a value over \$500.00.

**Discovery Orders - 1 year**

These are copies of discovery orders submitted by attorneys for information related to cases.

**Drug Forfeiture Records - 7 years**

These records document the seizure of property related to drug traffic/offenses, pursuant to MCL 333.7524. The records may contain descriptions of what was seized (titles, deeds, etc.) and the disposition of the item(s).

**Drug Screen Notification – 1 year**

***Equipment Maintenance Records – Until equipment is no longer in use***

*These records document the maintenance of equipment used by law enforcement agencies. They may include, but may not be limited to, manuals, calibration documentation, repair documentation, information about replacement parts and supplies, and supporting documentation.*

***Equitable Sharing Program Information – 5 years***

*These documents include, but are not limited to, receipts and procurement documentation for all expenditures of shared funds, bank statements, Forms DAAG-71, TD-F, ESACs, accounting and bookkeeping documents, logs and records, bank records and statements, and audit reports (Guide to Equitable Sharing for State, Local, and Tribal Law Enforcement, July 2018).*

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**Evidence Property Records - Retain until related incident report is destroyed**

These records document what property has been logged in and out of the evidence storage area. They may include, *but may not be limited to, the receipt number, case number, and complaint number.*

**Expunged Records Information - 3 years**

These records document what records have been expunged. They may contain the name, charge, date and related correspondence.

**Event/Meeting Summary Form – 1 year**

**Facility Access Data – 2 years**

*These records document employees who used a badge or key card to access a building or other type of facility. Data may include, but may not be limited to, location that was accessed, employee information, and date/time of access.*

**Field Training Observations (FTO) – EVT + 2 years (EVT = when the probation period ends)**

These records are completed during a new *member's* training period. They document their performance, and areas needing improvement during their probation period. They may include copies of daily observations, weekly summaries, activity logs, tickets, UD-10's, case reports, warrants, property receipts, etc.

**Fingerprint Cards - ACT + Five (5) Years (ACT = Can be disposed of when they are no longer needed for reference purposes)**

*These records document fingerprints that are collected. They may include, but may not be limited to, Arrest/Fingerprint Cards (RI-07) that are used to submit fingerprints to the Michigan State Police pursuant to P.A. 289 of 1925, and other laws. Note: Michigan State Police (MSP) is the official record keeper for fingerprints. The fingerprints retained by local law enforcement agencies (i.e. DPD) should be convenience copies, and they can be destroyed in compliance with General Schedule #1.*

**Freedom of Information Act (FOIA) Requests - 1 year**

This file will document any requests for information or public records. They may include requests for information, correspondence, a copy of the information released, and billing information.

**Gem Dealer Information – 1 year (If there are no investigations)**

P.A. 95 of 1981 requires dealers of precious metal or gems to register with local law enforcement and to supply transaction information regarding sales to police agencies. MCL 445.484 authorizes destruction of the transaction records after 1 year, if there is no investigation on the precious items involved in the transaction.

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**General Orders and Policies - PERMANENT**

These records document internal policies, general orders, and Department orders issued by the Chief. They may contain official bulletins that are used to convey information to *Department members*.

**Grant Records Received – ACT + 7 years (ACT = until grant is closed by the grantor)**

These records may contain the application, financial reports, progress reports, and final reports for grants received. The grants may include, but are not limited to UHPCOPS, DARE Program, Training Grants, Equipment Grants, Federal Grants, Matching Grants, etc.

**Grants Denied – 1 year**

*These records document grants the law enforcement agency applied for, but were denied. They may include, but may not be limited to, applications and supporting documentation.*

**Grievance Files - 7 years**

These are copies of grievances filed against union contracts.

**Holding Cell Forms or Logs - 7 years**

**Incident (Case) Reports - Non-Criminal - 3 years**

These reports document non-criminal incidents. These records may include copies of UD-10's "Uniform Traffic Crash Report," computer printouts, written reports, statements, photos, negatives, crime lab reports, copies of warrants, affidavit of warrant, DI-177 "Breath, Blood, Urine Test Report," DI-93 "Refusal to be Tested," LEIN breath entry, Blood Alcohol Content report, Blood Alcohol Content Data Master, supplemental reports, court disposition, receipts, OWI cost recovery, case logs, discovery request, attorney request, affidavit for search warrants, homicide reports, liquor inspection reports, driver re-exam request, diagrams, *and interrogation video recordings. Classification is assigned according to what the person was charged with doing, not what they pled to.*

**Incident (Case) Reports – Misdemeanor - 7 years**

These reports document misdemeanor incidents. These records may include copies of UD-10's "Uniform Traffic Crash Report," computer printouts, written reports, statements, photos, negatives, crime lab reports, copies of warrants, affidavit of warrant, DI-177 "Breath, Blood, Urine Test Report," DI-93 "Refusal to be Tested," LEIN breath entry, Blood Alcohol Content report, Blood Alcohol Content Data Master, supplemental reports, court disposition, receipts, OWI cost recovery, case logs, discovery request, attorney request, affidavit for search warrants, homicide reports, liquor inspection reports, driver re-exam request, diagrams, *and interrogation video recordings.* All units must ensure when storing case records that all felonies and

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misdemeanors are filed separately. *Classification is assigned according to what the person was charged with doing, not what they pled to.*

**Incident (Case) Reports – Felony - 20 years**

These reports document felony incidents. These records may include arrest records, copies of UD- 10's "Uniform Traffic Crash Report," computer printouts, written reports, statements, photos, negatives, crime lab reports, copies of warrants, affidavit of warrant, DI-177 "Breath, Blood, Urine Test Report," DI-93 "Refusal to be Tested," LEIN breath entry, Blood Alcohol Content report, Blood Alcohol Content Data Master, supplemental reports, court disposition, receipts, OWI cost recovery, case logs, discovery request, attorney request, affidavit for search warrants, liquor inspection reports, driver re-exam request, diagrams, *and interrogation video recordings*. All units must ensure when storing case records that all felonies and misdemeanors are filed separately. *Classification is assigned according to what the person was charged with doing, not what they pled to.*

**Incident (Case) Reports – Homicide/Felony CSC - PERMANENT**

These reports document homicide incidents *and criminal sexual conduct incidents*. They may include, *but may not be limited to*, arrest records, copies of UD-10's "Uniform Traffic Crash Report," computer printouts, written reports, statements, photos, negatives, crime lab reports, copies of warrants, affidavit of warrant, DI-177 "Breath, Blood, Urine Test Report," DI-93 "Refusal to be Tested," LEIN breath entry, Blood Alcohol Content report, Blood Alcohol Content Data Master, supplemental reports, court disposition, receipts, OWI cost recovery, case logs, discovery request, attorney request, affidavit for search warrants, liquor inspection reports, driver re-exam request, written reports, statements, photos, negatives, crime lab reports, copies of warrants, *diagrams, and interrogation video recordings*. All units must ensure when storing case records that all felonies and misdemeanors are filed separately. *Classification is assigned according to what the person was charged with doing, not what they pled to*. Specialized units who receive a special assignment regarding a homicide case *or criminal sexual conduct case shall* ensure all records are kept permanently.

**Intake/Release Property Card/Form - 1 year**

These records identify which personal property items were removed from an individual who is held by a city/township/village police agency prior to transfer to a county facility or release. They may include personal history information.

**Internal Investigations - 5 years**

Command internal administrative investigations (I&R's) not specifically listed in this directive.



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**Inventory (Current) - ACTIVE**

**Inventory Disposed - 3 years**

**Invoices – Original - 6 years**

Invoices generated by the Department that document false alarms, police contract services, overtime, and licenses.

**Job Applications-Not Interviewed/Not Hired - 1 year**

These files, from individual applicants who were not interviewed, may include resumes, applications, and supporting documents.

**Job Descriptions - SUP = until job description is superseded**

These records document job classification systems and positions. They may include research, surveys, or reviews done to create job descriptions, as well as job classifications and selection criteria. Job descriptions may include a summary of responsibilities, functions, applicant requirements, and salary and benefit classifications.

**Juvenile Arrest Records & Fingerprint Cards – ACT = until the juvenile's 17th birthday**

These records are used to aid the tracking of juveniles. They may include a physical description of the youth, name, date of birth, date of emancipation, charge, disposition, photographs, fingerprints, court records, witness reports, incident reports, etc.

**Letters of Clearance - 1 year**

Letters are issued by an agency to a private citizen to show no criminal activity within the community.

***License Plate Reader (LPR) Information – 1 year***

*These records document license plate information (images and metadata) that are collected by LPR devices to support investigations. They may include, but may not be limited to, plate information, location and GPS coordinates, time and date of image capture, and camera identification.*

**Litigation Files – ACT + 10 years (ACT = until case is closed)**

These files document any litigation to which the Department or a *Department member* is a party. They may include depositions, transcripts, decisions, correspondence, data, exhibits, research materials, reports, press releases, media clippings, etc.

**Liquor Inspection Records - 3 years**

These records document establishments that sell or serve liquor. They contain quarterly inspection reports completed by *members* pertaining to the named

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establishment (e.g. Daily Activity Report on Liquor, Vice and Gambling (D.P.D. 63), Monthly Summary of Liquor, Gambling and Vice Activity (DPD 419)).

**Liquor License Establishment Records - ACT = While the establishment is in business**

These files are used to monitor licenses issued to liquor establishments. They may include a copy of the actual liquor license that is issued by the Michigan Liquor Control Commission, drawings, background information, tax information, bank statements, birth certificates, LEIN printouts, etc.

**LiveScan - Identification Database/Image System - 55 years**

This is an automated system used for capturing the fingerprints of individuals. Pictures may be produced from the system and affixed to folders or various paper work as needed. Retention reflects the need to migrate data from one system to the next.

**MCOLES Certified Employee Separation Records – 50 years**

*These records document the reason for, and circumstances surrounding, a separation of service for members who are Michigan Commission on Law Enforcement Standards (MCOLES) certified. (MCL 28.563)*

**Meeting Records (Public Bodies) – PERMANENT**

*These records document the official activities of public bodies that are subject to the provisions of the Open Meetings Act, such as governing boards, community advisory bodies, etc. They include, but may not be limited to, meeting minutes, agendas, recordings, and documentation reviewed and considered for decision making during the meeting. Note: Recordings may be destroyed after the meeting minutes are approved.*

**Miscellaneous Business Licenses - ACT + 1 year = While the establishment is in business**

These records document businesses within a community that may be required by local ordinances to register with the agency. Examples include arcades, auction firms, massage facilities, spas, pawn shops, car shops, etc.

**Monthly Assignment Sheet - 3 years****Monthly Equipment Inspection Sheet (DPD709) - 1 year****Monthly Worksheet - 2 years**

This is a *monthly* summary of *patrol-related* activity completed by *each member individually* (e.g. Monthly Work Sheet - Patrol Officer (DPD194), Activity Summary - Patrol Vehicle (DPD279)).

**101.11 Record Retention Schedule****Mutual Aid Agreements – ACT + 10 years (ACT = While the agreement is in place)**

These are agreements executed between the Department and other agencies to provide mutual support as needed during a crisis or emergency.

**Outside Employment (DPD525) - ACT = While employed by the Department**

This form is completed by *members* who have a second job. It is authorized by the agency and used to identify any conflicts of interest.

**Overtime Records - 2 years**

These records document overtime used/submitted by *members* and are used to resolve any immediate issues with pay.

**Pawn shop Slips - 3 years**

These reports are completed by pawn shops and are submitted to the Department pursuant to P.A. 231 of 1945. They are used to aid in recovering stolen material.

**Payroll Timesheets - 5 years**

These are copies of timesheets that are completed and forwarded to the payroll office.

**Personnel Information Records - ACT = While employed by the Department**

These records are used as a reference tool for identifying a *member's* badge number, MITN number, phone number, address, seniority *date*, hire date, termination date, birthdays, etc.

**Personnel Files – ACT + 7 years (ACT = While employed by the Department).**

These files are maintained for each *member* and contain records that document all human resource related transactions that occurred during the *member's* period of active employment. They are used to record *member* performance (e.g. ratings, awards, training, outside employment application, personnel change forms, sick/vacation time, etc.).

**Personal Protection Orders (PPO) - Until the expiration date on the PPO**

These records are copies of personal protection orders issued by the court.

**Photographs - Non-Criminal - 3 years**

These are photographs of incidents, including crime scenes, accidents, evidence, mug shots, etc.

**Photographs – Misdemeanor - 7 years**

These are photographs of incidents, including crime scenes, accidents, evidence, mug shots, etc.

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**Photographs – Felony - 20 years**

These are photographs of incidents, including crime scenes, accidents, evidence, mug shots, etc.

**Pistol Purchase Permits/Registrations - 6 years**

1. These records document individuals who apply for a Pistol Purchase Permit and individuals who have applied/passed and purchased a pistol. The records would include copies of the RI-10 "Purchase Permit" and the RI-11 "Safety Inspection Forms" that are forwarded to Michigan State Police (MSP) for registration and permanent retention. MCL 28.429 states that the RI-11 that is forwarded to the MSP is the permanent official record, and that the local agency shall retain a copy. MCL 28.422 requires that the RI-10 be kept for a period of 6 years by the local agency as the official record.
2. These records may also include the RI-9 "Dealer Application & License to Purchase." These are not CPL "Concealed Pistol License" records. CPL records are maintained by the County Clerk. The pistol test form should not be retained. Local agencies should never have any RI-60 "Pistol Sales Record" on file.

**Position Interview Questions - SUP = Until questions are superseded**

These documents contain a list of questions associated with the job descriptions. They are updated as the job descriptions are updated. The questions are used in the interview process to assure the same questions are asked to all candidates.

**Prescription Drug Destruction Records – 3 years**

*These records document the weight of drugs received for destruction. They may include, but may not be limited to, the location, weight, activity dates, and people involved.*

**Promotional Results - ACT = While tests are active**

These records contain information associated with test scores, test sheets, order of ranking, results of offsite testing, etc.

**Radar Logs - 7 years**

**Receipt Books - 6 years**

These books are used to document money received for preliminary breath tests, vehicle fines, bonds, etc.

**Recordings (Audio and Video)**

1. *Audio and/or video that is recorded using any type of device of routine surveillance/security, training, patrols, incidents, activities, red light violations, public space or crowd monitoring (i.e. individual holding cells, precinct video from parking lots/hallways/garage, etc.) shall be retained for thirty (30) days.*

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*Recordings that contain evidence of incidents are retained until the case is solved, closed, and litigation ends (MCL 780.316).*

- 2. In-car audio and video recordings, body-worn camera recordings, cellblock processing areas, hallways, and front lobbies shall be retained for ninety (90) days.*
- 3. Body Worn Camera (Formal Complaints) shall be retained for three (3) years. If the body worn camera recording is relevant to a formal complaint against a law enforcement agency, the recording shall be kept for three (3) years (MCL 780.316). This retention period is in addition to the timeframe referenced in all other audio and video recordings (30 days).*
- 4. If any of the above recordings are involved in litigations, retention shall be guided by the City of Detroit Law Department.*
- 5. If any of the above recordings are involved in an internal investigation, retention shall be ten (10) years with Internal Affairs.*

### **Records Management Database System - 25 years**

These systems are often used to track information associated with case processing, accident processing, dispatch case disposition, location, vehicle records, evidence logs, abandoned vehicles, administrative records, miscellaneous registrations, and permits. These systems may be linked to other systems, such as the Law Enforcement Information Network (L.E.I.N.) or M.I.C.R. systems. Retention reflects the need to migrate data from one system to the next.

### **Reprimand (DPD22 and DPD22b) – 2 years**

#### **Ride Along Waiver - 1 year**

This is a waiver of liability signed by a citizen who rides with *Department members*. It is used to document the date and name of the person who participated.

#### **Roll Call Training - 2 years**

These documents contain miscellaneous information that is distributed to *members* at the beginning of each shift.

#### **Salvaged Vehicle Report - 2 years**

These records are generated by citizens who have applied for a Salvaged Vehicle Title.

#### **Sex Offender Address Verification - SUP = Most recent Registration.**

These are copies of the Michigan Sex Offender Registration form (DD-4) that is required by P.A. 295 of 1994 to register sex offenders. Information is entered into the Law Enforcement Information Network (L.E.I.N.) and used to track the location of these offenders.

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**Special Orders - 2 years**

These are internal bulletins that are used to distribute information. Departments receiving the bulletins must sign to acknowledge receipt. These are reviewed annually to determine if they should become a Department Order or Policy.

**Tamper Evident Envelope (TEE) - 1 year**

These records document personal property removed from an individual being held in a holding facility or released, and may include personal history information.

**Taxicab Permits – While Active**

These are applications for taxicab driver permits. They identify the permits approved. Files may include the application, computer printouts, background checks, etc.

**Temporary Details Report (DPD472) - 1 year**

**Tickets/Citations - 3 years**

These are the *member's* copy of traffic citations that are issued. They are filed *by year* by the issuing *member*. They are used by the *members* when reporting to court and responding to the citation that was issued.

**Ticket/Citation Book Receipts - 3 years**

These records contain the ticket/citation numbers for the book, and the name of the officer that it was assigned to.

**Ticket/Citation Logs - 3 years**

These are registration logs of tickets issued. A copy is forwarded to the courts.

**Traffic Crash Release Acknowledgement Forms – 2 years**

*These records document when someone obtains a traffic crash report within 30 days of a crash.*

**Training Bulletins - 2 years**

These are internal bulletins that are used to notify *an entity within the Department or individual members* that they are scheduled for upcoming training.

**Training Files – ACT + 7 years (ACT = While employed by the Department)**

These records are used to document any training *members* have received. They may contain training schedules, certificates, course descriptions, and receipts.

**Training Fund - 5 years**

These records document money available and spent from the training fund.

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**Unclaimed Monies - 6 years**

These records document unclaimed money that is transferred to the treasury. It is deposited into the general fund.

**Uniform Crime Reports - 6 years**

These are reports generated from the Michigan State Police that contain crime statistics and other information.

**Use of Force Auditable Forms and Detainee Incidents within a Cellblock – 10 years**

- Review of Arrest Exception (UF-001);
- Use of Force (UF-002);
- SIR (UF-002a);
- Stop and Frisk (UF-003);
- Warrant Tracking (UF-004);
- Exceptions to Interview, Interrogations and Conveyances (UF-005);
- Detention of a Material Witness (UF-006);
- Holds Exceptions (UF-007); and
- Detainee Telephone and/or Visitor Exception Form (UF-008).

**Vehicle Pursuit Forms (DPD665) – 7 years**

**Vehicle Tow by Private Tow (DPD73) or Impound or Release Form – 2 years**

These forms are used to release vehicles that have been impounded. They document the complaint number, vehicle, wrecker agent, and release information.

**Video Review Logs (DPD713 and 713a) – 2 years.**

**Visitor Logs – 2 years**

*These records document individuals who visited the facility who are not employees. They may include, but may not be limited to, sign-in/out sheets or other records that contain the visitor's name and date/time of arrival and departure.*

**Warrants - ACT = While warrant is active and still in L.E.I.N.**

Warrants are issued by the court/prosecutor and may include orders for release, protective conditions, case sheets, L.E.I.N. printouts, and Warrant/Vehicle Worksheets. Warrants are active until the suspect is arrested or the warrant is recalled by a court. Warrants are used to verify LEIN entries when audited. After the individual is arrested, they are turned over to the arresting authority or prosecutor.

**Warrant Verification Log (DPD711) – 7 years**

**Witness Conveyance Form (DPD668) – 10 years**

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**101.11 - 5 Retention and Destruction of Records**

**101.11 - 5.1 General**

All commands shall be responsible for the accurate labeling and storage of its records during the retention period. The mass storage of records shall be by type and all information is to be clearly and legibly written on the file storage boxes. The following information shall be listed on the storage box:

- Contents;
- Start date of records;
- End date of records;
- Number of boxes (e.g., 1 of 3); and
- Destroy date.

**101.11 - 5.2 Destruction of Records**

The schedule for the destruction of Department records shall be instituted by the *Records Management* and implemented by Resource Management for a Department wide collection of expired records.

**101.11 - 5.3 Command Responsibilities - Documentation of Records**

Each command shall designate a member to assemble all available records from the command, which are eligible for destruction. The member shall prepare an Inter-Office Memorandum (DPD568) indicating each box with its contents and destruction date. The DPD568 shall be approved by the commanding officer before any records are removed for destruction. The command shall keep the original and forward a copy to the *Records Management*. The retention period for this memorandum shall be a permanent record at the command.