

RECORDS RETENTION

<i>Effective Date:</i> April 15, 2013	<i>Directive Number:</i> 10-5-4	
<i>Special Instructions:</i> NONE		
<i>Distribution:</i> All Sworn & Civilian Personnel	<i>Last Re-Evaluation Date:</i>	<i>Total Pages:</i> 8

I. PURPOSE

The purpose of this directive is to provide guidelines for the retention of records and destruction of records when deemed authorized.

II. POLICY

It is the policy of this department that all records within the Department are property of the Department. For the proper management of records, the Records Retention Records Guide will be followed.

III. PROCEDURES

See Records Retention Guide attached hereto for details.

IV. DIRECTIVES STORAGE AND DISTRIBUTION

- a. All officers will be issued all current directives / code of conduct in the form of a read only CD which can be accessed on any of the Department's computers or mobile data terminals.
- b. Each officer issued these directives/code of conduct will acknowledge receipt of same, after reviewing the policies, by signing the "Acknowledgement of Review/Receipt" form. The officer will then return the signed form to his/her appropriate supervisor, who will ensure that the document is filed in the officer's personnel file.

ORDERED and EXECUTED 15th day of April, 2013

Christopher Workman
Chief of Police

**TOWN OF CHESWOLD
DEPARTMENT OF PUBLIC SAFETY
DIVISION OF POLICE**

RECORD TITLE AND DESCRIPTION

RETENTION INSTRUCTIONS

Chiefs and Lieutenant's Offices

General Correspondence

From other departments, board meetings, study proposed projects, union, media and press releases.

Retain in agency 3 committees, years; destroy.

Division submitted budget.

Retain in agency 3 Years; destroy

Orders and Memorandums

General, special, personnel orders, Operating procedures and memoranda.

Keep current. Personnel Files

History, awards, evaluations, medical Reports, leave information, payroll Adjustments, change notices, firearms test scores, and other personnel jacket information.

Retain in agency 3 years after termination; destroy.

Background investigations for both Successful and unsuccessful police

Retain in agency 5 years; destroy applicants.

Assignment /organization chart Used for promotional evaluations

Retain in agency 5 years; destroy.

RECORD TITLE AND DESCRIPTION RETENTION INSTRUCTIONS

POLICE DIVISION

Financial File	Retain 3 years;	destroy.
A. Purchase orders, purchase requisitions		
B. Invoices		
C. Requests for checks		
D. Petty cash vouchers		
Project / Grant Information	Retain permanently.	
Federal grants for crime prevention including purchases, funding expenditures, evaluations, purchase orders, receipts, applications.		
Directives: Standard Operating Procedures	Replace as updated.	
Established methods for routine performance operations.		
General Correspondence	Purge annually. Memoranda,	
operating procedures for Planning and research, fiscal, training.		
Miscellaneous Correspondence for Supply / Evidence	Purge annually. Memos, letters,	
locker assignments, lock combinations.		
Disposal Authorization File	Retain permanently.	
Forms used to dispose of property used as evidence. Includes 3x5 evidence cards, copies of disposals, serial numbers for weapons.		
Personnel / Equipment Inventory File	Replace as updated.	
List of equipment and uniforms issued.		
General Training	Retain in agency;	
Information on various programs,	update as needed.	

RECORD TITLE AND DESCRIPTION RETENTION INSTRUCTIONS

**POLICE DIVISION
(continued)**

Instructional materials, oaths of office, awards and correspondence.

Officers Training Files
Schools attended, seminars, training firearms, and other equipment test scores.

Retain in agency 3 years after termination.

INTERNAL AFFAIRS

Investigation / Discipline Files

Retain in agency. Reports of

internal matters.
CONFIDENTIAL.

Correspondence

Purge annually.

All duplicates pertaining to criminal Activity summons; budget; building; overtime records, minutes of meetings; programs; interoffice letters; outgoing correspondence.

UNIFORM SECTION

General Log File

Retain in agency
5 years; destroy

E. Weapon equipment log
F. Vehicle log
G. Inventory log
H. Intoxilyzer log
I. Warrant log
J. Prisoner log

Teletype Records

Replace as updated.

Broadcast teletypes requesting CPD to assist or take some

RECORD TITLE AND DESCRIPTION

RETENTION INSTRUCTIONS

**UNIFORM SECTION
(continued)**

Action, and NCIC messages that have been cancelled.

NCIC uncanceled messages and all teletypes originated by CPD

Retain permanently.

**INVESTIGATION SECTION CRIMINAL
INVESTIGATION**

Reports of Investigation

Retain in case file permanently.

Search warrants, notes of investigator, arrest reports, statements (duplicates). CONFIDENTIAL.

Mug Shot books and cards

Replace as updated.

CONFIDENTIAL.

Fingerprint Cards

Replace as updated.

FBI and major inked impressions.
CONFIDENTIAL.

General Correspondence

Purge annually.

Letters, memos, reports, vacation requests, complaints, orders, and copies of pawn sheets.

Daily Assignment Logs

Retain 2 years; destroy.

Officers' schedules, vehicle assignments, overtime, description of daily activities.

RECORD TITLE AND DESCRIPTION RETENTION INSTRUCTIONS

SPECIALIZED UNIFORM SECTION

Serious Injury, Fatal Accident File	Retain in agency 10 years; destroy.
Reports, drawings, statements, photos.	
Information / Educational Materials	Purge annually.
Crime prevention aids, pamphlets.	
Computer Crime Trend Report File	Retain in agency 3 years; destroy
Printouts of trends and grid Analysis; crime analysis reports.	
Departmental Complaint / Crime Analysis File	Purge annually.
Duplicates of complaint forms used for scanning/targeting crime in jurisdiction. CONFIDENTIAL.	
General Correspondence	Purge annually. Office memos,
administrative memos, evaluations, programs, fiscal matters, equipment lists.	
Community Watch Program Files	Retain in agency 5 years; purge.
Documents pertaining to factual crime rates geographically.	
Driving Under Influence Project Files	Retain in agency 7 years; destroy.
Officers' log sheets, arrest logs, reimbursement forms.	
Radar Arrest Log File	Retain in agency 7 years; destroy.
Names, locations, dates, times of radar arrests.	

RECORD TITLE AND DESCRIPTION RETENTION INSTRUCTIONS

SPECIALIZED UNIFORM SECTION
(continued)

Duty Rosters for Patrol Section Retain permanently.

Criminal investigation Unit,
Tactical Enforcement.

RECORDS SECTION

Warrant Control Sheet Retain in agency 3 Years; destroy.

Contains facts surrounding use and execution
of warrant. CONFIDENTIAL.

Records Destruction Order Retain in agency. Court orders to

destroy arrest
Records of an individual.
CONFIDENTIAL.

Evidence Destruction Order Retain permanently. Order from

Attorney General to
Destroy evidence.

Vehicle Tow Cards Retain in agency 3
years; destroy.

Vehicle ownership information, notification
and release of information.

General Correspondence Purge annually.

Memos, references, subpoena ledger, receipts,
criminal activity, statistical information, duty
rosters, sick/vacation leave, vehicle histories; notice
of arrest/warrant letters.

RECORD TITLE AND DESCRIPTION RETENTION INSTRUCTIONS

RECORDS SECTION
(continued)

Statewide Crimes by Grid Location	Replace as updated.
Location, type of crime, date and time of crime, case numbers by specific area.	
Photo Negatives	Retain in agency 25 years; destroy.
Photos of individuals, crime Scenes and composite sketches.	
Crime Prevention Checks	Retain in agency 3 years; destroy.
Form documenting stop of individual in vehicle in high crime area; description.	
Incident Reports	Retain in agency 10 years; destroy.
Also "Crime Reports" including written facts of incident of crime, and related support documents. OMICRON / chemical test reports, (pedigree of subject); test refusals; test results). CONFIDENTIAL.	
Arrest Reports	Retain in agency 10 years; destroy.
Pedigree, charges of disposition of arrestee. CONFIDENTIAL.	
Traffic Accident Files / Photographs	Retain in agency 10 years; destroy.
Accident reports, driver index cards, and photographs; includes personal information on drivers. CONFIDENTIAL.	

RECORD TITLE AND DESCRIPTION RETENTION INSTRUCTIONS

RECORDS SECTION
(continued)

Tickets: Traffic Warning & Parking	Retain in agency 10 years; destroy.
Containing personal information of individuals involved as well as pedigree of vehicle.	
Criminal Summons	Retain in agency 10 years; destroy.
Summons issued to individual for criminal violation. (Duplicate). CONFIDENTIAL.	
Homicide Reports	Retain permanently. Transfer cold case to State archives.
Includes all facts, reports, correspondence, concerning homicides.	