

DEPARTMENT GENERAL ORDER 07-08A

OFFICE of the CHIEF OF POLICE
AMENDS: General order 07-08

DATE: May 21, 2010

RECORDS ADMINISTRATION

Section VI is hereby amended. The purpose of this amendment is to update the minimum amount of years that records should be retained in accordance with the Local Records Retention schedules established by the Missouri Secretary of State Local Records Board.

VI. RECORDS RETENTION SCHEDULE.

Departmental records shall be retained in accordance with all applicable state and federal laws. The current retention schedule for various types of department records is as follows:

Maintained in perpetuity:

- | | |
|--------------------------------|----------------------|
| 1. Bond numbers | 10. Incident Reports |
| 2. Booking numbers | 11. Juvenile Reports |
| 3. Booking sheets | |
| 4. CID Evidence/Property Files | |
| 5. Employee Emergency Contact | |
| 6. Fingerprint cards | |
| 7. LID Number file | |
| 8. Monthly UCR Reports | |
| 9. Mug shots | |

Maintained for thirty (30) years after separation:

1. Employee medical records re: Hazard Exposure

Maintained for ten (10) years:

1. Daily assignment reports

Maintained for seven (7) years after separation:

1. All medical records except Hazard Exposure

Maintained for five (5) years:

1. State/Vehicle Tow Reports
2. Composite file
3. Criminal Exchange file
4. Daily activity logs
5. In-service training forms
6. Employee auto accident reports
7. Graffiti reports
8. Payment receipt books
9. Order acknowledgement forms
10. Cell logs
11. Radar wagon logs
12. Legal process log
13. Municipal court inspections
14. Operational readiness inspections
15. Squad inspections
16. Vehicle inspections
17. Monthly activity reports
18. Traffic analysis reports

Maintained for three (3) years:

1. Memorandum reports
2. Monthly auto accident statistics

Maintained for two (2) years:

1. Missouri probation data requests

Maintained for one (1) year:

1. Alarm call records

2. Alarm violation files
3. Subpoena requests for data
4. Warning tickets
5. Secondary employment forms

Warrant files and vehicle repair forms shall be maintained for an indeterminate time until same are satisfied, at which time they shall be completed and forwarded to the Court Clerk and City Garage, respectively. Any additional retention of such records shall be the responsibility of those departments.

BY ORDER OF:

THOMAS J. BYRNE
Chief of Police

TJB:mj