

**LOCAL GOVERNMENT GENERAL RECORDS RETENTION SCHEDULE
POLICE**

SERIES #	SERIES TITLE AND DESCRIPTION	VITAL	RETENTION INSTRUCTIONS
LGPOL-001	<p>COMPLAINT LOGS (DAILY LOGS, BLOTTERS)</p> <p>Consist of a log or similar record of all formally recorded police activities and responses, which may include incidents, summonses, and arrests. Log shows date, time, location of response or action, associated complaint or report numbers, summarized information on the nature of the complaint or report, summarized information on the complainant, all officers dispatched/responding, and initial disposition of the incident.</p>	VITAL	<p>Retain at agency on appropriate media 100 yrs; migrate/refresh as required; delete/destroy.</p>
LGPOL-002	<p>COMPLAINT RECORDS (INCIDENT RECORD/ORIGINAL RECORD OF ENTRY)</p> <p>Original record of entry associated with a complaint or incident response as covered by the Complaint Log (LGPOL-001). Record is completed at the time of the initial request for service or response of officer. Include the names of known complainants; names of known victims; officer or personnel completing the log; initial action taken; time of dispatch, arrival, service and clearance; and immediate disposition, as well as any associated Incident Report (LGPOL-005), Accident Report (LGPOL-041), or Investigation Record (LGPOL-004) data.</p>		<p><u>NCC Police, Dover Police, Wilmington Police:</u> Retain at agency on appropriate media 100 yrs; migrate/refresh as required; delete/destroy. Retain convenience copies at agency until no longer needed; destroy.</p> <p><u>All Others:</u> Retain at agency 10 yrs; destroy. Retain convenience copies at agency until no longer needed; destroy.</p>
LGPOL-003	<p>IDENTIFICATION FILES</p> <p>Information file on each person for whom a formal contact, arrest, or wanted bulletin has been issued by police. This is a local file only and does not comprise an arrest history in terms of the Delaware State Police Criminal History Record. In addition to summary card or sheet, may also contain arrest reports, copies of offense reports, fingerprint cards, rap sheets, missing person reports and supplemental materials, correspondence, court orders, copies of booking sheets or commitment cards, photographs, and other information pertinent to the person described.</p>	VITAL	<p>Retain at agency until: (1) known dead; or (2) presumptive dead - age 85; or (3) age unknown and no criminal activity for 30 yrs; destroy.</p> <p>(11 DE Code, Chapter 85)</p>
LGPOL-004	<p>INVESTIGATION RECORDS</p> <p>Record of investigation of criminal offenses, missing persons, traffic offenses, accidents, and significant events requiring police response. Records contain various types of report forms and those parts of a subsequent file, such as supplementary offense reports, witness statements, latent fingerprints, interview sheets, tape recordings, results of chemical analysis, laboratory tests, polygraph tests, and similar reports and documents which are not made a part of a subsequent Identification File (LGPOL-003)</p>	VITAL	<p><u>NCC Police, Dover Police, Wilmington Police:</u> Retain at agency on appropriate media 100 yrs; migrate/refresh as required; delete/destroy. Retain convenience copies at agency until no longer needed; destroy.</p> <p><u>All Others:</u> Retain at agency 10 yrs; destroy. Retain convenience copies at agency until no longer needed; destroy.</p>

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LGPOL-005	<p>INCIDENT REPORTS</p> <p>Reports concerning incidents or complaints which, upon investigation, were of a non-criminal nature.</p>		Retain at agency 3 yrs; destroy.
LGPOL-006	<p>FIELD INTERVIEWS/FIELD CONTACTS/CRIME PREVENTION CHECKS</p> <p>Consist of a limited informational report filled out by an officer concerning persons or vehicles that are suspicious at the time or place of contact. Records the subject's name, address, height, weight, color of hair and eyes, date, time and location of occurrence, name of associates, officer who is conducting the interrogation, and reason(s) detained. No arrests are made or other reports filed for this momentary detention. May also include the field interview report, which consists of officer contacts with suspicious persons who will require follow-up, research and/or an interchange of information over an extended period of time.</p>		Retain at agency 1 yr; destroy.
LGPOL-007	<p>CRIMINAL HISTORY DISSEMINATION RECORDS</p> <p>Document the dissemination of criminal histories and other law enforcement information to other agencies or criminal information systems when the record of that dissemination is not made part of an identification record or other scheduled department file.</p>		<p>Retain at agency until: (1) known dead; or (2) presumptive dead - age 85; or (3) age unknown and no criminal activity for 30 yrs; destroy.</p> <p>NOTE: If criminal history record information no longer exists with State Bureau of Identification, retain permanently at agency.</p>
LGPOL-008	<p>PUBLIC INFORMATION STATEMENTS</p> <p>Information released to the public or news media concerning the activities and investigations of the department.</p>		Retain at agency 3 yrs; destroy.
LGPOL-009	<p>COMMUNICATION LOGS OR TAPES</p> <p>Logs or recording tapes of incoming and/or outgoing communications, including radio, telephone, 911 emergency calls, etc. See also LGCOM-001.</p>		Retain at agency current yr plus 2 yrs; delete/destroy.
LGPOL-010	<p>ASSIGNMENT ORDERS/WORK SCHEDULES (SHIFT ASSIGNMENTS)</p> <p>Work, shift, or case assignment schedules or rosters that show activities, cases, or duties assigned to each officer.</p>		Retain at agency 1 yr; destroy.

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LGPOL-011	<p>SIGN-IN LOGS</p> <p>Record of officers reporting for duty. May also be included in the daily log or other continuously recorded file schedule contained herein.</p>		Retain at agency 1 yr; destroy.
LGPOL-012	<p>ACTIVITY REPORTS</p> <p>Consist of reports of activities of individual officers on each shift. Reports include original comparative monthly reports on all criminal activity, including complaints and arrests, traffic violations, accidents, rescue service calls, hours worked, zone, miles traveled, actual miles patrolled by officer, location of officer, reason for stopping for each action, type of call, time of call, complainant's address and special details worked.</p>		Retain at agency 3 yrs; destroy.
LGPOL-013	<p>NCIC VALIDATION/INQUIRY RECORDS</p> <p>Logs or similar hard copy records which detail records entered into or inquiries made against DELJIS, CLUES, NCIC or other law enforcement information networks; or requests made to other agencies involving missing persons, wanted persons, stolen vehicles and other property, etc.</p>		Retain 1 yr after cancellation or clearance unless made part of another file; destroy.
LGPOL-014	<p>COMMUNICATION FILES</p> <p>Teletype messages sent requesting, or responding to, specific inquiries for service from other agencies and/or information networks that are not placed in other scheduled department files.</p>		Retain at agency 1 yr; destroy.
LGPOL-015	<p>CRIME ANALYSIS FILES (CRIMINAL INTELLIGENCE FILES)</p> <p>Records created to anticipate, prevent, or monitor possible criminal activity, including crime patterns, crime analysis, and modus operandi reports; information on potential problems; forecasts; movement of known offenders; alerts from other agencies; etc. Records may contain, but not be limited to, letters, magnetic tapes or sound recordings, television tapes, photographs, movie film, completed investigative reports, arrest record information, crime analysis reports, criminal profile information, computer printouts and inter-office memoranda generated or gathered in connection with the investigation.</p>		Retain at agency 1 yr after close of investigation; destroy.

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LGPOL-016	<p>JAIL RECORDS</p> <p>Records on prisoners in confinement, which may include prisoner conduct, medical history, property, visitors, phone calls, and similar information, if not placed in Identification File (LGPOL-003) or included in some other investigative file.</p>		Retain at agency 2 yrs; destroy.
LGPOL-017	<p>BOOKING RECORDS</p> <p>Document the incarceration and transfer/release of prisoners.</p>		Retain at agency 2 yrs; destroy.
LGPOL-018	<p>HEADCOUNT RECORDS</p> <p>Consist of daily lists of all inmates incarcerated in each detention facility. This information includes date, name, race, sex, age, charge, cell location, and prisoner counts.</p>		Retain at agency 1 yr; destroy.
LGPOL-019	<p>MEAL RECORDS</p> <p>Describe the food served for prisoners' meals. Show names of prisoners held in jail and which of those received meals.</p>		Retain at agency 6 months; destroy.
LGPOL-020	<p>INTERNAL AFFAIRS CASE FILES</p> <p>Records relating to internal affairs investigations of alleged officer misconduct, from initiation and investigation through disposition of case.</p>		Retain at agency until: (1) known dead; or (2) presumptive dead - age 85; or (3) no other activity for 30 yrs; destroy.
LGPOL-021	<p>TRAINING RECORDS</p> <p>Document training undertaken by local government police departments, showing hours, accomplishments, and certifications. NOTE: This is a different record than Training Records, LGPER-027.</p>	VITAL	Transfer certification documentation to Personnel Record (LGPER-001).
LGPOL-022	<p>GENERAL AND OPERATIONAL ORDERS</p> <p>Official orders, policy statements, and directives governing the organization and operation of the department or the procedures and standards of behavior for its officers.</p>	VITAL	Retain at agency until no longer needed; transfer to Archives for permanent preservation.

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LGPOL-023	<p>STATISTICAL REPORTS</p> <p>Statistical reports and summaries of crime incidents or other law enforcement related activities, including copies of Uniform Crime Reports submitted to the Delaware State Police.</p>		Retain at agency until no longer needed; transfer to Archives for permanent preservation.
LGPOL-024	<p>PHYSICAL FORCE RECORDS</p> <p>Consist of written reports made by any police officer/deputy or an employee of a detention facility who applies physical force to a prisoner or a detainee. Contain statements of force used and the circumstances under which it was used.</p>		Retain at agency 5 yrs after incident; destroy.
LGPOL-025	<p>POLYGRAPH RECORDS</p> <p>Document polygraph tests given to prospective employees, suspects, etc. Contain pre-examination records; charts; examination question reports for persons interviewed or who have submitted to polygraph examinations; juvenile release form; lie detector examination; statement of consent; polygraph analysis report; examiner's original test question list; examination chart tracing report; chart of polygraph results and conclusions; statements of interviewee; and background information.</p>		Retain at agency 2 yrs after submission of report if not made part of Investigation Record (LGPOL-004); destroy.
LGPOL-026	<p>KEY CONTROL RECORDS</p> <p>Consist of complete inventory of all keys, reports on any malfunctioning locks, broken or lost keys, and receipts for keys drawn by employees.</p>		Maintain at agency; update as needed.
LGPOL-027	<p>KEY LOGS</p> <p>Consists of an ongoing log of keys picked up and returned to the dispatcher for buildings, vehicles, and gas pumps.</p>		Retain at agency 1 yr; destroy.
LGPOL-028	<p>FINGERPRINT CLASSIFICATION INDICES</p> <p>Consist of a number index by fingerprint classification serving as a point of entry into the Identification File (LGPOL-003). Classification assigns numerical values to identify fingerprint patterns. See also Latent Fingerprint Cards (LGPOL-029).</p>		Retain at agency until: (1) known dead; or (2) presumptive dead - age 85; or (3) age unknown and no criminal activity for 30 yrs; destroy.

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LGPOL-029	<p>LATENT FINGERPRINT CARDS</p> <p>Consist of cards containing unattributable finger and palm prints found at crime scenes. Prints are compared with those of suspects who have fingerprint cards on file at the police department.</p>		Retain at agency 50 yrs; destroy.
LGPOL-030	<p>IDENTIFICATION PHOTOS (MUG SHOTS)</p> <p>Photographs of persons taken in association with the Identification Files (LGPOL-003).</p>		Retain at agency 5 yrs; destroy unless transferred to Investigation Record (LGPOL-004).
LGPOL-031	<p>CHEMICAL ANALYSIS RECORDS</p> <p>A. Reports Consist of information gathered when chemically testing individuals either arrested for driving while intoxicated or suspected of driving under the influence. Information includes: location where test was performed; date and time of test; type of testing instrument; serial number of instrument; location of instrument; subject's name, age, race, and sex; blood alcohol test results; chemical test operator; arresting officer and agency; citation number; charge; accident (if any); operational checklist; total time subject was observed; date of preventive maintenance on testing machine; person performing preventive maintenance; date and time simulation performed; date last simulation test conducted; simulator concentration; results of simulation test and operator; and chemical test operator and agency.</p> <p>B. Logs of Tests Administered Maintained for tracking equipment performance and indexing tests.</p>	VITAL	Retain as a part of the Investigation Record (LGPOL-004). If not made a part of LGPOL-004, destroy at agency discretion.
LGPOL-032	<p>INTOXILYZER CALIBRATION RECORDS</p> <p>Standards testing conducted on breath-testing equipment for DUI enforcement. Include maintenance records, calibration reports, and certifications of accuracy.</p>	VITAL	Retain at agency for life of equipment plus 3 yrs; destroy.
LGPOL-033	<p>MASTER NAME INDICES</p> <p>Consist of information on individuals who have been field interrogated, arrested, suspects or accomplices in crimes, victims of crimes, or complainants/witnesses to police incidents.</p>		Retain at agency until no longer needed; destroy.
LGPOL-034	<p>OPERATION IDENTIFICATION FORMS</p> <p>Consist of forms completed by citizens who borrow an engraver to mark their possessions.</p>		Retain at agency until no longer needed; destroy.

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LGPOL-035	<p>SPEED ENFORCEMENT AND MEASUREMENT RECORDS</p> <p>Used to provide evidence substantiating arrests for speeding.</p>		Retain at agency 3 yrs; destroy.
LGPOL-036	<p>SPEED ENFORCEMENT & MEASUREMENT DEVICE CALIBRATION RECORDS</p> <p>Consist of maintenance reports, calibration reports, and certifications of accuracy. Include certifications of the tuning forks used to field test accuracy.</p>	VITAL	Retain at agency for life of the equipment plus 3 yrs; destroy.
LGPOL-037	<p>STOLEN OR RECOVERED MOTOR VEHICLE LISTS</p> <p>Lists received from Delaware State Police noting motor vehicles stolen or recovered during the previous month.</p>		Replace as updated.
LGPOL-038	<p>TRAFFIC CITATIONS</p> <p>Consist of pre-numbered traffic citations and complaints which notify the alleged violator to appear and answer to charges of violating traffic or other local government ordinances. Traffic citations and complaints contain case docket number, court location, name, address, and pertinent facts concerning the offense. May also be known as "Parking Ticket", "Parking Citation", "Traffic Summons", or "Non-moving Citation".</p>		Retain at agency 3 yrs; destroy.
LGPOL-039	<p>TRAFFIC CITATION TRANSMITTALS</p> <p>Lists of traffic citations and citation numbers issued and sent to the Delaware State Police and Division of Motor Vehicles.</p>		Retain at agency; successful audit; destroy.
LGPOL-040	<p>PARKING SUMMONSES/TICKETS</p> <p>Information on issued parking tickets, including tag number of vehicle in violation, date, time, location, make of vehicle, and officer's badge number.</p>		Retain at agency 3 yrs; destroy.
LGPOL-041	<p>ACCIDENT REPORTS</p> <p>Reports and supporting documentation concerning traffic collisions investigated, including accident reports, photographs, videos, correspondence, and related information that are not made part of a subsequent Investigation Record (LGPOL-004).</p>		Retain at agency 10 yrs; destroy.

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LGPOL-042	<p>IMPOUNDED AND ABANDONED VEHICLES</p> <p>Records relating to impoundment or abandonment of motor vehicles as reported by garage keepers or citizens. Include impoundment reports, tow-in slips, notifications by garage keepers, and notifications of impoundment/abandonment sent to owners and lien-holders.</p>		Retain at agency 3 yrs after return or disposal of impounded or abandoned vehicle; destroy.
LGPOL-043	<p>PROPERTY RECORDS</p> <p>Document evidential, stolen, or recovered property held by the department, including records relating to their release.</p>	VITAL	Retain at agency 3 yrs after return or disposal of property; destroy.
LGPOL-044	<p>PROPERTY SALE RECORDS</p> <p>Lists, notices, letters of inquiry, property tags, receipts, and similar records concerning the sale or auction of unclaimed or impounded property.</p>		Retain at agency 3 yrs after sale of property; successful audit; destroy.
LGPOL-045	<p>PAWN SHOP TICKETS/TRANSACTIONS</p> <p>Duplicates of pawn shop tickets/transactions prepared by pawnshop personnel.</p>		Retain at agency 1 yr; destroy.
LGPOL-046	<p>VEHICLE SPEEDOMETER CALIBRATIONS</p> <p>Calibration reports of speedometers.</p>	VITAL	Retain at agency for life of equipment plus 3 yrs; destroy.
LGPOL-047	<p>SPECIAL OPERATION ORDERS</p> <p>Orders and advance plans for police response, control, and staffing for scheduled special events or other occurrences not related to an Investigation Record (LGPOL-004). May include crowd or traffic control for sporting events, parades, demonstrations, strikes, concerts, etc.</p>		Retain at agency 3 yrs after completion of the covered operation; destroy.

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LGPOL-048	FREEDOM OF INFORMATION ACT (FOIA) REQUESTS Requests for agency information per the Freedom of Information Act. If information is provided, request form should be retained with requested record. If information cannot be provided for any reason, request should be retained. A. Granted requests for access to public records B. Denied requests for access to public records. Include statement of denial, appeal records, and documentation of review and decision. C. Certifications that record does not exist or cannot be found		Retain at agency 2 yrs; destroy. Retain at agency 6 yrs after final determination; destroy. Retain at agency 2 yrs; destroy.
LGPOL-049	BICYCLE REGISTRATIONS Record of original bicycle ownership.		Retain at agency 2 yrs; destroy.
LGPOL-050	PHOTOGRAPH/VIDEO FILES Photos (with negatives) and videos of evidence.		Retain current yr plus 10 at agency; destroy. EXCEPTIONS: Files relating to investigations involving homicide; attempted homicide; manslaughter; suicide; attempted suicide; suspicious death; unexplained death; sudden death (non-natural causes); unidentified victims; and fatal accidents involving agency personnel should be retained 10 yrs at agency; transfer to Archives for permanent preservation.
LGPOL-051	POLICE VIDEOS Video tapes of police actions taken from patrol car video cameras.		ROUTINE: Retain at agency 30 days; re-use/destroy. EVIDENTIARY: Retain at agency 30 days after close of case; destroy.
LGPOL-052	WEAPONS ISSUANCE FILES Record of any armaments issued to police officers.		Replace as updated. <u>OR</u> Retain at agency 1 yr after separation; destroy.

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LGPOL-053	VICTIM SERVICES CASE FILES Document the rendering of assistance and referrals to victims of crimes or accidents. Arranged by victim name and assigned number.		Retain at agency 2 yrs after initial contact; destroy.