General Records Retention Schedule Issued to: All State And Local Agencies Law Enforcement Records

Schedule Number: GS 1031

Authority: Pursuant to ARS §41-151.12(3), only the Arizona State Library, Archives and Public Records has the authority to set retention periods, including the sole authority to modify, extend or decrease records retention periods. The retention periods listed herein are the **required** time records must be retained. Records should be promptly and orderly disposed of at the end of their retention period. Keeping records longer than the retention period poses financial, legal, audit and investigative risks to the Agency. These risks need to be considered by State and Local Agencies when there is a compelling need to retain records for a longer period of time than the approved retention period. Records required for ongoing or foreseeable official proceedings such as audits, investigations or lawsuits, must be retained until released from such official proceedings, notwithstanding the instructions of this schedule.

Archival Value: Records designated as Permanent on the retention schedule must not be destroyed (ARS §39-101). If it is believed that special circumstances warrant other records to be retained permanently, contact the Arizona State Archives for assistance in determining historical or archival value. All records created prior to 1912 must be retained permanently. This retention schedule does not authorize the transfer of records to any repository other than the Arizona State Archives (ARS §41-151.09).

Disposition: This schedule is used in conjunction with the *Certificate of Records Destruction*. All records disposed under this schedule must be reported on the *Certificate of Records Destruction*, unless transferred to the Arizona State Archives.

Format: Retention periods listed on this schedule apply to all records regardless of physical form or characteristics. Records, regardless of format (including electronic, paper, microfilm, etc.) not listed in this schedule or on the approved General Retention Schedule, are not authorized to be destroyed.

Copies: Additional copies created for convenience or reference purposes should not be retained longer than the record copy listed in this schedule. Copies do not need to be reported on the *Certificate of Records Destruction* when they are disposed.

Supersedence: This schedule supersedes *#000-12-30*, signed April 05, 2012.

		Approval Authorized by: Ted Hale	Date: 3/21/16
		Ted Hale, State Records Management Officer, Secretary of State	
Retention review and approval by:	Date: 3/19/16	Archival review and approval by: Melanie Sturgeon	Date: 3/21/2016
Jerry Lucente-Kirkpatrick, State Records Manager, Secretary of State		Melanie Sturgeon, State Archivist, Secretary of State	

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Item #	Records Series	Retention (Yrs.)	Start of Retention
1.	**Crime Reports and Investigation Records** Includes a Departmental Report (DR) and may include supplemental records such as citations, Arizona Crime Information Center (ACIC) / National Crime Information Center (NCIC) records, and other related records.		
	a. Felonies		
	i. Murder Including 1st and 2nd degree murder, manslaughter and negligent homicide.	Permanent	Transfer to State Archives 99 years after calendar year crime report created.
	ii. Sex Offenses May include sex offender registry or other sex offense related records.	109	After calendar year crime report created.
	iii. Other Serious Offenses As defined by ARS §13-706(F)(1).	99	After calendar year crime report created.
	iv. All Other Felonies	25	After calendar year crime report created.
	b. Misdemeanors	25	After calendar year crime report created.
	c. Petty Offenses Defined as any offense in which a fine only may be levied (no jail time).	3	After calendar year crime report created.
	d. Juvenile Referrals	-	After 18th birthday if not filed with Crime Report and Investigation Records.
	e. Traffic / Watercraft Accident Reports – Property Damage / Injury		
	i. Fatalities	10	After calendar year crime report created.
	ii. All Other Records	5	After calendar year crime report created.

Item #	Records Series	Retention (Yrs.)	Start of Retention
2.	**Crime Records** If not filed with Crime Report and Investigation Records and may include Subpoena / Summons Records for officers (office copy, official copy with Courts / Attorneys), missing person notices, seizure / forfeiture records, crime lab reports, property and impound records, property release forms, chain of custody of evidence records, arrest records, mug shots and prisoner property jail receipts.	25	After calendar year created.
3.	**Law Enforcement Recordings** Law enforcement recordings are audio and video records created by law enforcement for investigative purposes. This definition does not include law enforcement created recordings addressed by other retention schedules.		
	a. Evidentiary Recordings These recordings have been determined to have content relevant to an investigation or prosecution.	-	Retention period begins on actual date of recording. After disposition of underlying case, follow the retention period required by the corresponding ***Criminal Reports and Investigation Records***. Disposition includes declination of prosecution, dismissal, sentencing, and expiration of statute of limitations.

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	Non-Evidentiary Recordings All other law enforcement recordings.	185 days	After actual date of recording. These recordings may be retained longer at the state or local agency's discretion.
4.	**Citation Records**		
	a. Attached To Case Records	-	Filed with Crime Report and Investigation Records.
	b. Not Attached To Case Records May include voided / damaged original citations, parking citations and equipment repair orders / warnings for violations, property disposal reports, warrant records, and other related records.	30 days	After created.
5.	**Warrant Records**		
	a. Warrants	-	After cancelled or served then return to the court.
	b. Warrant Service And Tracking Records	2	After calendar year crime report created.
6.	**Arizona Criminal Justice Information System (ACJIS) Records** Arizona Crime Information Center (ACIC) / National Crime Information Center (NCIC) records including entries, clears, cancellations and hit notifications for license plates, vehicles, articles, guns, boats, vehicle parts, securities, missing persons and other related records.		
	a. Attached To Case Records	-	Filed with Crime Report and Investigation Records.
	b. Not Attached To Case Records	30 days	After created.

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7.	**Non-Crime Records** May include ACJIS Terminal Operator Certifications (TOC), Federal Bureau of Investigation (FBI) audits, property disposal reports / records, abandoned vehicles, field investigation (FI) cards, alarm reports, tips and leads, vacation property watch records, teletypes, and other related records.	30 days	After created.
8.	**Orders of Protection Records**		
	a. Orders	-	After served, cancelled or expired with being served, then return to the court.
	b. Orders of Protection Service And Tracking Records	2	After served, cancelled or expired with being served.
9.	**Homeland Security Records** Includes reports and logs.	10	After calendar year created.
10.	**Departmental Records / Logs / Administrative Records** May include alarm permits and assessments, attorney interview requests, crime information bulletins, supervisor monthly inspection records, citizen ride-along, impound hearing records, letters of clearance, pawn transactions, permits such as parade, oversized vehicle, events, property impound / release, code enforcement, and other related records.	1	After calendar year created.
11.	**Police Department Strategic Plans**	-	After superseded or obsolete.

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12.	**Professional Standards Records** Includes standards from law enforcement professional organizations. Such as Commission on Accreditation for Law Enforcement Agencies (CALEA).	-	After superseded or obsolete.
13.	**Communications Records** May include 9-1-1 recordings, 9-1-1 Automatic Telephone Number Identification (ATNI) / Automatic Location Identification (ALI) Records, Computer Aided Dispatch (CAD) Records, radio frequency permits, vehicle to vehicle CAD, Calls for service and other related records.	30 days	After recorded.
14.	**Permanent Historical Law Enforcement Records** May include one-time events with historical value, operations plans, documents, videos, promotions, retirements and proclamations.	Permanent	Transfer to State Archives after administrative or reference value has been served.
15.	**Community Program Records** May include Blockwatch / Woodswatch, volunteer information, Citizens' Police Academy, Crisis Intervention, bicycle registration, and other related records.		
	i. Renewable Or Time-Limited Records	30 days	After calendar year superseded or obsolete.
	ii. All Other Records	30 days	After calendar year created.

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16.	**Internal Affairs Records** May include critical incident reviews, use of force, weapons deployments, and other related records.	3	After calendar year review completed.
17.	**Investigations and Intelligence Information Records – Not Records About Specific Crimes** May include repeat offender, silent witness, GangNet and gang records, intelligence and confidential informant records, vice, drugs, organized crime records, and other related records.	-	After reference value has been served.
18.	**Jail / Detention Facility Records** Adult / Juvenile Records may include arrest records, juvenile referrals, mug shot photos and other related records.		
	a. Adult / Juvenile – held with Departmental Report	-	Filed with Crime Report and Investigation Records.
	b. Adult Records – not held with Departmental Report	10	After date of last contact.
	c. Juvenile – not held with Departmental Report	-	After juvenile's 18th birthday.
19.	**Other Jail / Detention Records** May include arrest fingerprint cards (office copy, official copy with Department of Public Safety (DPS), prisoner / inmate retention records, prisoner property and jail property records, jail health inspection, and other related records.	30 days	After date of last contact.
20.	**Service Animal Records** Service animal deployment, tracking and medical records.	2	After service animal retired.

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21.	**Crime Logs** May include various logs such as arrest / prisoner, citation, evidence, key control, storage room, narcotic room entry / authorization, evidence room visitors, chain of custody, and logs of other related records.	1	After calendar year created.
22.	**All Other Logs** May include criminal justice use criminal history inquiry logs, warrant, communications / radio, departmental report, patrol / duty, briefing, radar use, license plate reader (LPR), report dissemination, subpoena / summons (for officer / employee court appearance), tow / impound / repossession, undercover expenditure (buy money), visitor register, and other related records.	6 months	After created or received.

Supersedes schedule #000-12-31, signed April 05, 2012.