



Arizona State Library, Archives and Public Records

General Records Retention Schedule for All Public Bodies Law Enforcement Records

Schedule Number:

000-12-30

Authorization and Approval

Pursuant to ARS §41-151.12, the retention periods listed herein are the minimum amount of time records may be kept. Keeping records for a time period shorter than their approved retention period is illegal. Records required for ongoing or foreseeable official proceedings such as audits, lawsuits or investigations, must be retained until released from such official proceedings, notwithstanding the instructions of this schedule. If it is believed that special circumstances warrant that records should be kept for a shorter time than the time period listed in this schedule or that any of these records may be appropriate for transfer to the State Archives, please contact the Records Management Division to inquire about a change to the retention period. Only the Arizona State Library, Archives and Public Records has the authority to set records retention periods. **Public records, including electronic records, not listed in this schedule are not authorized to be destroyed.**

Lisa Maxwell, Director
Records Management Division
Arizona State Library, Archives and Public Records

Date Approved: *April 5, 2012*

**Records Retention Schedule for
All Public Bodies
Law Enforcement Records**

<u>Item #</u>	<u>Records Series</u>	<u>Retention (Yrs.)</u>	<u>Remarks</u>
1.	<p>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)</p> <p>a. Felonies</p> <p>i. Murder (including 1st and 2nd degree murder, manslaughter and negligent homicide)</p> <p>ii. Sex offenses (may include sex offender registry or other sex offense related records)</p> <p>iii. Other serious offenses as defined by ARS §13-706(F)(1)</p> <p>iv. All other felonies</p> <p>b. Misdemeanors</p> <p>c. Petty offenses (defined as any offense in which a fine only may be levied (no jail time))</p> <p>d. Juvenile Referrals</p> <p>e. Traffic/watercraft accident reports – property damage / injury</p> <p>i. Fatalities</p> <p>ii. All other records</p>	<p>Permanent</p> <p>109</p> <p>99</p> <p>25</p> <p>25</p> <p>3</p> <p>-</p> <p>10</p> <p>5</p>	<p>Transfer to State Archives 99 years after calendar year crime report created</p> <p>After 18th birthday if not filed with Crime Report and Investigation Records</p> <p>After calendar year crime report created</p> <p>After calendar year crime report created</p>
2.	<p>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)</p>	25	After calendar year created

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3.	Citation Records a. Attached to case 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	Filed with Crime Report and Investigation Records After created
4.	Warrant Records a. Warrants b. Warrant service and tracking records	- 2	After cancelled or served then return to the court After calendar year crime report created
5.	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 b. Not attached to case records	- 30 days	Filed with Crime Report and Investigation Records After created
6.	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
7.	Orders of Protection Records a. Orders b. Orders of Protection service and tracking records	- 2	After served, cancelled or expired with being served, then return to the court After served, cancelled or expired with being served

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8.	Homeland Security Records (including reports and logs)	10	After calendar year created
9.	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
10.	Police Department Strategic Plans	-	After superseded or obsolete
11.	Professional Standards Records (such as Commission on Accreditation for Law Enforcement Agencies (CALEA) records)	-	After superseded or obsolete
12.	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
13.	Permanent Historical Law Enforcement Records (may include one-time events with historical value, operations plans, documents, videos, promotions, retirements and proclamations)	Permanent	Preserve pursuant to ARS §39-101. Transfer to State Archives after administrative or reference value has been served

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14.	<p>Community Program Records (may include Blockwatch/ Woodswatch, volunteer information, Citizens' Police Academy, Crisis Intervention, bicycle registration, and other related records)</p> <p>i. Renewable or time-limited records</p> <p>ii. All other records</p>	<p>30 days</p> <p>30 days</p>	<p>After calendar year superseded or obsolete</p> <p>After calendar year created</p>
15.	<p>Internal Affairs Records (may include critical incident reviews, use of force, weapons deployments, and other related records)</p>	3	After calendar year review completed
16.	<p>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)</p>	-	After reference value has been served
17.	<p>Jail/Detention Facility Records (Adult/Juvenile Records may include arrest records, juvenile referrals, mug shot photos and other related records)</p> <p>a. Adult/Juvenile – held with Departmental Report</p> <p>b. Adult Records – not held with Departmental Report</p> <p>c. Juvenile – not held with Departmental Report</p>	<p>-</p> <p>10</p> <p>-</p>	<p>Filed with Crime Report and Investigation Records</p> <p>After date of last contact</p> <p>After juvenile's 18th birthday</p>
18.	<p>Other Jail/Detention Records (may include Closed Circuit TV (CCTV), 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)</p>	30 days	After date of last contact

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19.	Service Animal Records (service animal deployment, tracking and medical records)	2	After service animal retired
20.	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
21.	All Other Logs (may include criminal history inquiry logs, warrant, communications/radio, Departmental Reports, patrol/duty, briefing, radar use, License Plate Reader (LPR) data, 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 Community College/Law Enforcement Records schedule dated September 23, 2010 and Public Safety schedule dated November 15, 2002; County/Law Enforcement Records schedule dated September 23, 2010 and Sheriff schedule dated November 5, 2001; Municipality/Law Enforcement Records schedule dated September 23, 2010 and Police schedule dated April 4, 2002; and State Agencies, Boards, and Commissions/Law Enforcement Records schedule dated September 23, 2010