

State of Florida

GENERAL RECORDS SCHEDULE GS2 FOR CRIMINAL JUSTICE AGENCIES AND DISTRICT MEDICAL EXAMINERS



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GENERAL RECORDS SCHEDULE GENERAL INFORMATION AND INSTRUCTIONS

FOREWORD

The **general records schedules** established by the Department of State are intended for use by state, county, city and special district public records custodians. If you are unsure of your organization's status as a "public agency," consult your legal counsel and/or the Florida Attorney General's Office for a legal opinion. The Department of State publishes the following general records schedules:

GS1-SL	State and Local Government Agencies
GS2	Criminal Justice Agencies and District Medical Examiners
GS3	Election Records
GS4	Public Hospitals, Health Care Facilities and Medical Providers
GS5	Public Universities and Colleges
GS7	Public Schools Pre-K-12 and Adult and Career Education
GS8	Fire Departments
GS11	Clerks of Court
GS12	Property Appraisers
GS13	Tax Collectors
GS14	Public Utilities
GS15	Public Libraries

All Florida public agencies are eligible to use the GS1-SL, which provides retention periods for the most common administrative records, such as routine correspondence and personnel, payroll, financial and legal records. General records schedules GS2 through GS15 are applicable to program records of specific functional areas, such as elections administration, tax collecting or law enforcement, each of which has unique program responsibilities and thus unique records retention requirements. The GS2 through GS15 should be used in conjunction with the GS1-SL to cover as many administrative and program records as possible.

The retention periods set forth in the general records schedules are based on federal and state laws and regulations, general administrative practices and fiscal management principles. Please note that these are **minimum** retention periods; public agencies may retain their records longer at their discretion. In fact, certain accreditation committees may have standards that require longer retention periods. Contact your accrediting organization for more information on their requirements. In addition, federal, state or local laws and regulations regarding recordkeeping and records retention for specific agencies or specific types of records might require a longer retention than indicated in this general schedule. Agencies should be aware of all laws and regulations relating to their records and recordkeeping requirements. However, remember that a public agency is **not** permitted to **reduce** the retention periods stated in a general records schedule.

For additional information on records retention and disposition, please refer to *Managing Florida's Public Records* handbook, which, along with all Florida general records schedules, is available on the Department of State's Records Management website at info.florida.gov/records-management/.

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I. STATUTORY AUTHORITY

This general records schedule is issued by the Department of State's Division of Library and Information Services in accordance with the statutory provisions of Chapters 119 and 257, *Florida Statutes*.

Chapter 119, *Florida Statutes*, defines the terms "public records," "custodian of public records" and "agency," as well as the fundamental process by which disposition of public records is authorized under law.

Chapter 257, *Florida Statutes*, establishes the Florida State Archives and the Records and Information Management Program under the direction of the Division of Library and Information Services and specifically provides for a system for the scheduling and disposition of public records. Chapter 257 also authorizes the Division to establish and coordinate standards, procedures and techniques for efficient and economical records creation and recordkeeping, and it requires all agencies to appoint a Records Management Liaison Officer (RMLO).

II. DETERMINING RETENTION REQUIREMENTS

In determining public records retention requirements, four values must be considered to ensure that the records will fulfill their reason for creation and maintenance: administrative, legal, fiscal and historical. These four values have been evaluated in depth to determine the retention requirements of the records listed in this general records schedule.

There are two particular financial factors that may impact the retention period of an agency's records:

- A. Audits - The term "audit" is defined by Section 11.45, *Florida Statutes*, as encompassing financial, operational and performance audits. The Florida Auditor General's Office describes these audits as follows:
 1. Financial audit means an examination of financial statements in order to express an opinion on the fairness with which they are presented in conformity with generally accepted accounting principles and an examination to determine whether operations are properly conducted in accordance with legal and regulatory requirements. Financial audits must be conducted in accordance with auditing standards generally accepted in the United States and government auditing standards as adopted by the Florida Board of Accountancy. Audit requirements for state financial assistance provided by State of Florida agencies to nonstate entities are established by the Florida Single Audit Act, Section 215.97, *Florida Statutes*. When applicable, the scope of financial audits shall encompass the additional activities necessary to establish compliance with the Single Audit Act Amendments of 1996, 31 U.S.C. ss. 7501-7507, and other applicable federal laws.
 2. Operational audit means an audit conducted to evaluate management's performance in establishing and maintaining internal controls, including controls designed to prevent and detect fraud, waste and abuse, and in administering assigned responsibilities in accordance with applicable laws, administrative rules, contracts, grant agreements and other guidelines. Operational audits must be conducted in accordance with government auditing standards. Such audits examine internal controls that are designed and placed in operation to promote and encourage the achievement of management's control objectives in the categories of compliance, economic and efficient operations, reliability of financial records and reports, and safeguarding of assets, and identify weaknesses in those internal controls.
 3. Performance audit means an examination of a program, activity or function of a governmental entity conducted in accordance with applicable government auditing standards or auditing and evaluation standards of other appropriate authoritative bodies. The term includes an examination of issues related to a number of defined criteria.

The Records Management Program does not track or maintain information on which audits apply to which records in which agencies. Different agencies are subject to different types of audits at different times, and each agency is responsible for knowing what audits might be conducted and retaining needed records for that purpose. For instance, some agencies might be subject to the Federal Single Audit Act, while others are not. In general, any records relating to finances or financial transactions might be subject to audit.

Audits may be conducted by the Florida Auditor General, independent public accountants, or other state or federal auditors, as well as grant funding agencies and national or statewide professional accreditation or certification groups. Your finance office, your legal office and the Auditor General's Office are good sources of information regarding which specific records your agency should retain for audit purposes.

Because conceivably any record in any agency might be required for audit, we are no longer including the "provided applicable audits have been released" language on selected retention items. Each agency is responsible for ensuring that any and all auditable records are maintained for as long as necessary to meet that agency's audit requirements.

- B. Grants - Any public agency receiving local, state or federal grant money will need to be familiar with grantor agency requirements.

III. SCHEDULING AND DISPOSITION OF PUBLIC RECORDS

The procedures for scheduling and disposition of public records, which are applicable to all public agencies, consist of two separate but related actions:

- A. Establishing a Records Retention Schedule - A retention schedule describing the records and setting the minimum retention period is required for each record series. A record series, as defined in Rule 1B-24, *Florida Administrative Code*, is "a group of related public records arranged under a single filing arrangement or kept together as a unit (physically or intellectually) because they consist of the same form, relate to the same subject or function, result from the same activity, document a specific type of transaction, or have some other relationship arising from their creation, receipt, or use." Examples of series that agencies might maintain are Personnel Files, Client Case Files, Project Research Files, Equipment Maintenance and Repair Records, and Procurement Files. Each record series might contain records in a variety of forms and formats that collectively document a particular program, function or activity of the agency.

The records retention schedule officially establishes the *minimum* length of time that the record series must be retained. **This retention applies to the agency's record (master) copy of the records - those public records specifically designated by the custodian as the official record. The retention period for duplicates – copies of records that are not the official record of an agency – is always "Retain until obsolete, superseded, or administrative value is lost" ("OSA") unless otherwise specified. Therefore, we are no longer including the OSA retention statement for duplicates in each retention item.**

1. **General records schedules** establish retention requirements for records documenting administrative and program functions common to several or all government agencies, such as personnel, accounting, purchasing and general administration. General records schedules can cover a significant proportion of an agency's record series. The *General Records Schedule GS1-SL for State and Local Government Agencies* can be used by all state and local agencies in determining their records retention requirements.

Certain agencies can use other general records schedules in conjunction with the GS1-SL. For example, along with using the GS1-SL, public universities and colleges should use the *GS5 for Public Universities and Colleges* for program records unique to their functions and activities. Similarly, along with using the GS1-SL, State Attorneys should

use the *GS2 for Criminal Justice Agencies and Medical Examiners* and property appraisers should use the *GS12 for Property Appraisers*. Please see the Forward for a complete list of general records schedules, and contact the Records Management Program to verify which general records schedules are appropriate for use by your agency.

If a similar record series is listed in two general record schedules, the schedule with the longer retention requirement shall take precedence.

REMEMBER: The retention period stated in the applicable schedule is the **minimum** time a record must be maintained. If two or more record series are filed together, the combined file must be retained through the longest retention period of those records.

2. **Individual records schedules** establish retention requirements for records that are unique to particular agencies. These schedules are used for records that are not in a general schedule. Individual records schedules may **only** be used by the agency for which they were established.

To establish an individual records schedule, an agency must submit a Request for Records Retention Schedule, Form LS5E105REff.2-09, to the Records Management Program for review and approval. This "105" form is available on the Records Management website at info.florida.gov/records-management/forms-and-publications/.

Records become eligible for disposition action once they have met the retention requirements specified in an established retention schedule and any other applicable requirements (e.g., litigation). The individual schedule remains effective until there is a change in series content or until other factors are introduced that would affect the retention period, at which time a new individual records retention schedule should be submitted for approval. If a new general records schedule is later established that requires an equal or longer retention period for the same records, that general records schedule supersedes the individual records schedule. If you have an individual schedule that requires a longer retention, contact the Records Management Program for guidance.

- B. Final Disposition of Public Records - Section 257.36(6), *Florida Statutes*, states that "A public record may be destroyed or otherwise disposed of only in accordance with retention schedules established by the division." This means that all records, regardless of access provisions, must be scheduled before disposition can occur (see Sections 119.07-119.0714, *Florida Statutes*, regarding access provisions). Agencies must identify an appropriate general records schedule or individual records schedule for any records being disposed of. If an appropriate retention schedule for the records does not exist, one must be established by following the procedures listed above for individual records schedules.

Agencies must maintain internal **records disposition documentation**, including retention schedule number, retention schedule item number (including, when needed, the suffix 'a' for the record copy or 'b' for duplicates), record series title, inclusive dates, volume in cubic feet of physical records destroyed (for electronic records, record the number of bytes and/or records and/or files if known, or indicate that the disposed records were in electronic form), disposition action (manner of disposition) and date. A form titled *Records Disposition Document*, which is recommended for use in documenting records disposition, is available on the Records Management website at info.florida.gov/records-management/forms-and-publications/. Agencies must maintain this documentation as a permanent record but should **not** submit it to the Records Management Program for review or approval.

IV. DISTINGUISHING BETWEEN THE DIFFERENT TYPES OF RETENTION PERIOD REQUIREMENTS

When trying to determine when records are eligible for disposition, agencies must be aware of the different types of retention requirements. For instance, records with a retention of “3 anniversary years” will have a different eligibility date from records with a retention of “3 fiscal years” or “3 calendar years.”

A. Anniversary Year - from a specific date

Example: 3 anniversary years

If a record series has a retention of “3 anniversary years,” the eligibility date would be 3 years after the ending date of the series.

B. Calendar Year - January 1 through December 31

Example: 3 calendar years

If a record series has a retention of “3 calendar years,” the eligibility date would be 3 years after the end of the calendar year of the last record in the series.

C. Fiscal Year - depends on agency type

- State government agencies, school districts - July 1 through June 30
- Local government agencies - October 1 through September 30

Example: 3 fiscal years

If a record series has a retention of “3 fiscal years,” the eligibility date would be 3 years after the end of the fiscal year of the last record in the series.

D. Months or Days

Examples: 6 months; 90 days

If a record series has a retention of “6 months,” the eligibility date would be 6 months after the ending date of the record series.

If a record series has a retention of “90 days,” the eligibility date would be 90 days after the ending date of the record series.

E. Retain until obsolete, superseded, or administrative value is lost (OSA)

With this retention, a record is eligible for disposition whenever it is no longer of any use or value to the agency or when it has been replaced by a more current record. The retention could vary from less than one day to any length of time thereafter.

F. Triggering Event

With this retention, records become eligible for disposition upon or after a specific triggering event.

Examples:

Retain until **youth turns age 25.**

Retain for **life of the structure**.

3 anniversary years **after final action**.

Example: Calculating Eligibility Dates

If the **ending date** for a specific record series is **7/31/2017**, when are these records eligible for disposition under different retention period types?

Retention Period	Start Counting From	Add # of Years	Retain Through
3 anniversary years	7/31/2017	+3	= 7/31/2020
3 fiscal years (local govt.)	9/30/2017	+3	= 9/30/2020
3 fiscal years (school district)	6/30/2018	+3	= 6/30/2021
3 calendar years	12/31/2017	+3	= 12/31/2020

V. ARCHIVAL VALUE

- A. **State Agencies** - The State Archives of Florida identifies records having enduring historic, administrative or fiscal value that may be eligible for permanent preservation. If a record series description indicates that the records **“may have archival value,”** the state agency must contact the State Archives of Florida for archival review before disposition of the records. The RMLO or other agency representative should contact the Archives by telephone at 850.245.6750 or by email at recmgt@dos.myflorida.com. The Archives will provide guidance for the transfer of the records to the State Archives or other appropriate disposition of the records. For records indicating both a **Permanent** retention **and** possible archival value, agencies should contact the State Archives after five years for archival review and guidance as to whether, when and how to transfer the records to the Archives.

- B. **All Other Agencies** - When preparing to dispose of records that have met their required retention, carefully consider the potential historical research value of those records. Some records that do not have a permanent retention still might have enduring value to your community as evidence of the interactions between government and citizens and as sources of information about local government, society and culture. For your convenience, we have indicated that **“This series may have archival value”** for series that are most likely to have such historical or archival value. Not all such records will be determined to be archival; conversely, some records without this statement in the series description might have archival value. Records of historical value to your community should be preserved locally for the benefit of historians and other researchers. Technical assistance in determining archival value is available from State Archives staff at 850.245.6750.

VI. ELECTRONIC RECORDS

Records retention schedules apply to records regardless of the format in which they reside. Therefore, records created or maintained in electronic format must be retained in accordance with the minimum retention requirements presented in these schedules. Printouts of standard correspondence are acceptable in place of the electronic files. Printouts of electronic communications (email, instant messaging, text messaging, multimedia messaging, chat messaging, social networking, or any other current or future electronic messaging technology or device) are acceptable in place of the electronic files, **provided that the printed version contains all date/time stamps and routing information.** However, in the event that an agency is involved in or can reasonably anticipate **litigation** on a particular issue, the agency must maintain in native format any and all related and legally discoverable electronic files.

VII. FACTORS THAT MAY INFLUENCE THE DISPOSITION OF RECORDS

- A. Litigation - When a public agency has been notified or can reasonably anticipate that a potential cause of action is pending or underway, that agency should **immediately** place a hold on disposition of **any and all** records related to that cause. Your agency's legal counsel should inform your Records Management Liaison Officer and/or records custodian(s) when that hold can be lifted and when the records are again eligible for disposition.
- B. Public Records Requests - Pursuant to Section 119.07(1)(h), *Florida Statutes*, the custodian of a public record who has made an assertion that a requested record is not a public record subject to public inspection or copying pursuant to Chapter 119, *Florida Statutes*, may not dispose of a record "for a period of 30 days after the date on which a written request to inspect or copy the record was served on or otherwise made to the custodian of public records by the person seeking access to the record. If a civil action is instituted within the 30-day period to enforce the provisions of this section with respect to the requested record, the custodian of public records may not dispose of the record except by order of a court of competent jurisdiction after notice to all affected parties." This 30-day requirement **does not** supersede the established records retention schedule(s). Agencies cannot dispose of records at the end of the 30-day period following a public records request unless disposition is authorized by the applicable retention schedule.
- C. Accreditation Standards - Some public agencies receive national or statewide accreditation or certification by professional societies, organizations and associations. Examples include the Joint Commission on the Accreditation of Healthcare Organizations, the Commission on Accreditation for Law Enforcement Agencies and COLA (formerly the Commission on Office Laboratory Accreditation). In an effort to enhance the professionalism of their members, these groups may place additional requirements on public agencies beyond those mandated under state or federal law. Agencies may therefore choose to maintain their records for a longer period of time than required by established records retention schedules in order to meet accreditation standards.
- D. Records in Support of Financial, Operational or Performance Audits - These records should be retained in accordance with the following guidelines provided by the Florida Office of the Auditor General:

Records must be retained for **at least** three fiscal years (most financial records must be retained for a minimum of five fiscal years in accordance with guidelines of the Department of Financial Services and the Office of the Auditor General). **If subject to the Federal Single Audit Act (pursuant to 2CFR200.501(a)) or other federal audit or reporting requirements, records must be maintained for the longer of the stated retention period or three years after the release date of the applicable Federal Single Audit Act or completion of other federal audit or reporting requirements.** Finally, if any other audit, litigation, claim, negotiation, or other action involving the records has been started before the expiration of the retention period and the disposition of the records, the records must be retained until completion of the action and resolution of all issues arising from it. However, in no case can such records be disposed of before the three fiscal year minimum.

- E. Federal, state or local laws and regulations regarding recordkeeping and records retention for specific agencies or specific types of records might require a longer retention than indicated in this general schedule. Agencies should be aware of all laws and regulations relating to their records and recordkeeping requirements.

VIII. REFORMATTING STANDARDS AND REQUIREMENTS

Unless otherwise prohibited by law or rule, the record copy of public records as defined by Section 119.011(12), *Florida Statutes*, may be reformatted to microfilm or electronic form as long as the requirements of Rule 1B-26.003 or 1B-26.0021, *Florida Administrative Code*, are met.

- A. Electronic Recordkeeping is defined in Rule 1B-26.003, *Florida Administrative Code*, which provides standards and guidelines for creation and maintenance of record (master) copies of public records in electronic form.
- B. Microfilm Standards are defined in Rule 1B-26.0021, *Florida Administrative Code*, which provides standards for microfilming of public records to ensure that the film, photography methods, processing, handling and storage are in accordance with methods, procedures and specifications designed to protect and preserve such records on microfilm.

IX. RECORDS VOLUME CONVERSION TO CUBIC FOOT MEASUREMENTS

Cassette tapes, 200	1.0 cubic foot
Letter-size file drawer	1.5 cubic feet
Legal-size file drawer	2.0 cubic feet
Letter-size 36" shelf	2.0 cubic feet
Legal-size 36" shelf	2.5 cubic feet
Magnetic Tapes, 12	1.0 cubic foot
3 x 5 cards, ten 12" rows	1.0 cubic foot
3 x 5 cards, five 25" rows	1.0 cubic foot
4 x 6 cards, six 12" rows	1.0 cubic foot
5 x 8 cards, four 12" rows	1.0 cubic foot
16mm microfilm, 100 rolls	1.0 cubic foot
35mm microfilm, 50 rolls	1.0 cubic foot
Map case drawer, 2" x 26" x 38"	1.1 cubic feet
Map case drawer, 2" x 38" x 50"	2.2 cubic feet
Roll storage, 2" x 2" x 38"	0.1 cubic foot
Roll storage, 2" x 2" x 50"	0.2 cubic foot
Roll storage, 4" x 4" x 38"	0.3 cubic foot
Roll storage, 4" x 4" x 50"	0.5 cubic foot

(One roll of microfilm contains approximately 1.0 cubic foot of records.)

Cubic foot calculation: (Length" x Width" x Height") ÷ 1,728 = cubic feet

LAW ENFORCEMENT RECORDS

ACCIDENT RECORDS: MOTOR VEHICLE

Item #196

This record series consists of records generated or received by law enforcement agencies in the course of investigating motor vehicle accidents. Records may include, but are not limited to, traffic accident reports, general correspondence, property receipts, requests for blood test, blood test analyses, accident supplements, supplemental reports, photographs, and National Crime Information Center (NCIC) and Florida Crime Information Center (FCIC) information. Records may include the notifications provided by garages and repair shops who are required to report collisions under Section 316.065, *Florida Statutes*, Crashes; reports; penalties. The baseline 4 anniversary year retention is pursuant to the Statute of Limitations, Section 95.11, *Florida Statutes*. See also "ACCIDENT RECORDS INDEX: MOTOR VEHICLE," "ACCIDENT REPORT FORMS: MOTOR VEHICLE," "ACCIDENT REPORT SHORT FORMS: MOTOR VEHICLE (Dated 2010-2012)," "CHEMICAL ANALYSIS TEST LOG," "CHEMICAL ANALYSIS TEST REPORTS" and "CITATIONS."

RETENTION: 4 anniversary years or as long as any related CRIMINAL INVESTIGATIVE RECORDS file is retained, whichever is longer.

ACCIDENT RECORDS INDEX: MOTOR VEHICLE

Item #120

This record series consists of an index to motor vehicle accident reports and their supporting documentation. The index provides a quick reference point to the actual accident record or case file and may list such information as accident number, location of the accident, date and time, and name of investigating officer. See also "ACCIDENT RECORDS: MOTOR VEHICLE," "ACCIDENT REPORT FORMS: MOTOR VEHICLE" and "ACCIDENT REPORT SHORT FORMS: MOTOR VEHICLE (Dated 2010-2012)."

RETENTION: Retain as long as item to which it relates.

ACCIDENT REPORT FORMS: MOTOR VEHICLE

Item #218

This record series consists of traffic accident report forms submitted to the Department of Highway Safety and Motor Vehicles or to a traffic records center pursuant to Section 316.066, *Florida Statutes*, Written reports of crashes. This retention is for the copy retained by the reporting agency, not for the copy received by the Department of Highway Safety and Motor Vehicles or traffic records center. The series may also include the Driver Exchange of Information form, regardless of whether or not an accident report form is completed. **For traffic accident short forms dated between 2010 and 2012, see "ACCIDENT REPORT SHORT FORMS (Dated 2010-2012).** See also "ACCIDENT RECORDS: MOTOR VEHICLE," "ACCIDENT RECORDS INDEX: MOTOR VEHICLE," "CHEMICAL ANALYSIS TEST LOG," "CHEMICAL ANALYSIS TEST REPORTS" and "CITATIONS."

RETENTION: 180 days.

ACCIDENT REPORT SHORT FORMS: MOTOR VEHICLE (Dated 2010-2012)

Item #213

This record series consists of traffic accident report short forms dated 2010 through 2012 required for every crash pursuant to Section 316.066(1)(b), *Florida Statutes*, Written reports of crashes, in which a Florida Traffic Crash Report Long Form is not required. This series includes proof of insurance provided by each party involved in the crash. Traffic accident report short forms dated 2010 through 2012 were retained by the law enforcement agency that prepared the report pursuant to Section 316.066(1)(e), *Florida Statutes* (2010), and were not required to be forwarded to the Department of Highway Safety and Motor Vehicles. See also "ACCIDENT RECORDS: MOTOR VEHICLE," "ACCIDENT RECORDS INDEX: MOTOR VEHICLE," "ACCIDENT REPORT FORMS: MOTOR VEHICLE," "CHEMICAL ANALYSIS TEST LOG," "CHEMICAL ANALYSIS TEST REPORTS" and "CITATIONS."

RETENTION: 4 anniversary years.

ACCREDITATION RECORDS: LAW ENFORCEMENT AGENCY

Item #195

This record series consists of all materials and documentation used for the purpose of demonstrating compliance with the professional standards established by the Commission for Florida Law Enforcement Accreditation or the Commission on Accreditation for Law Enforcement Agencies. The series may include, but is not limited to, general or special orders, rules and regulations, standard operating procedures, internal reports, forms, correspondence, tabulations, a formal written assessment statement of the agency's compliance or noncompliance, and subsequent follow-up reports. See also "ACCREDITATION RECORDS: CORRECTIONAL FACILITY."

RETENTION: 3 anniversary years after accreditation.

ACTIVITY LOGS

Item #34

This record series consists of daily logs documenting all activities occurring during a shift in a law enforcement agency or correctional or detention facility. The purpose of this log is to update the next shift of all activities occurring prior to their arrival on duty. This series does not include Activity Reports, which are covered under *General Records Schedule GS1-SL for State and Local Government Agencies*, Item #124, "OPERATIONAL AND STATISTICAL REPORTS."

RETENTION: 1 anniversary year.

ALARM AND EMERGENCY CONTACT RECORDS

Item #4

This record series consists of alarm registration records and associated emergency contact information. The series may include forms completed by a business or residential owner naming emergency contacts, name of owner of business or residence, type of alarm, location of safe, and alarm company name. These records are used to contact a business or residence owner if the owner's property is vandalized or damaged. These records also enable the officer to contact the alarm company to have an alarm shut off or reset after responding. This series may also include emergency contact information for the company that installed the alarm system. See also "SPECIAL WATCH RECORDS."

RETENTION: Retain until obsolete, superseded, or administrative value is lost.

AMBULANCE LOGS

Item #5

This record series logs ambulances dispatched at police request through a central communications facility. Information may include date and time called, location of call, zone, ambulance dispatched, special remarks, call cancelled and reason, and call number. This record is used to verify that the ambulance was requested by an officer for payment purposes. This series does not include medical treatment information.

RETENTION: 5 fiscal years.

APPEARANCE BOND REGISTERS

Item #14

This record series documents appearance bonds and may include the bond number, date received, name of defendant, amount of paper bond, amount of cash bond, from whom the cash was received, the name of the bondsman, by whom it was accepted, the court to which it is returnable, the disposition of the cases and bond, interest rate, due date, date of disposition, and the number of the check that disposed of the bond.

RETENTION: 5 fiscal years.

APPLICATIONS: CONCEALED WEAPONS/FIREARMS

Item #151

This record series consists of applications to carry a concealed weapon or firearm. This series is no longer accumulating, as this function is now conducted by the Department of Agriculture and Consumer Services pursuant to Section 790.06, *Florida Statutes*, License to carry concealed weapon or firearm.

RETENTION: Retain until obsolete, superseded, or administrative value is lost.

ARREST RECORDS: OFFENDER INFORMATION

Item #32

This record series documents each adult and juvenile arrested. The records provide such information as complete name; alias or nickname; residence; sex; age; date of birth; place of birth; height; weight; color of hair; color of eyes; complexion; race; date of arrest and/or offense; offense committed; car make, year, license number, and state; occupation; habits; name of closest relative or friends; scars, marks, or tattoos; any abnormalities; and special remarks. The juvenile arrest records may also include parent(s) or guardian's name(s), telephone number(s), and occupation(s). If the arrest results in an investigation, the record should be filed with the applicable CRIMINAL INVESTIGATIVE RECORDS item. See also "CRIMINAL INVESTIGATIVE RECORDS" items, "CRIMINAL HISTORY SUMMARY RECORDS/RAP SHEETS" and "MASTER NAME INDEXES."

RETENTION: Retain until obsolete, superseded, or administrative value is lost.

ARREST WARRANTS/CAPIAS/ORDERS

Item #7

This record series consists of arrest warrants, capias (bench warrants), or orders including the name of the individual sought for arrest, the offense, and the name of the arresting officer and/or officer who requested the warrant. If the arrest results in or relates to a criminal investigation, the warrant should be filed with the applicable CRIMINAL INVESTIGATIVE RECORDS item. See also "CRIMINAL INVESTIGATIVE RECORDS" items, "WARRANT CASE FILES" and "WARRANT INDEX."

RETENTION: Retain until satisfied, canceled, withdrawn or otherwise disposed of.

AUCTION RECORDS

Item #10

This record series documents the sale at public auction of abandoned and unclaimed articles (e.g., vehicles, bicycles, surfboards) and found property. The records may include a list of abandoned, unclaimed, and found articles and property, the advertisement of public sale, and the auction receipt form reporting money received for items sold at auction. Public sales of abandoned or lost property are pursuant to Section 705.103, *Florida Statutes*, Procedure for abandoned or lost property. See also "PROPERTY RECORDS: SEIZED/ABANDONED/FORFEITED."

RETENTION: 5 fiscal years after transaction completed.

BACKGROUND CHECKS: OUTSIDE AGENCIES/BUSINESSES

Item #153

This record series documents background checks performed by a law enforcement agency at the request of another agency or business for volunteer or employment purposes. The series may include, but is not limited to, background check forms, background check results and fingerprint records. For records of background checks conducted by an agency for their own hiring purposes, use *General Records Schedule GS1-SL for State and Local Government Agencies*, "EMPLOYMENT APPLICATION AND SELECTION RECORDS" or the applicable "PERSONNEL RECORDS" item. See also "CRIMINAL HISTORY DISSEMINATION RECORDS: FCIC/NCIC."

RETENTION: Retain until obsolete, superseded, or administrative value is lost.

*****LAW ENFORCEMENT RECORDS*****

BE ON THE LOOKOUT (BOLO) RECORDS

Item #11

This record series consists of records compiled when a "Be On the Lookout" (BOLO) is requested. The BOLO form is completed to provide uniformity in communicating the necessary information and may continue to be used for in-house information. The series may also include photographs, license plate records, vehicle description and other related information. See also "BULLETINS: DAILY."

RETENTION: Retain until request is rescinded or satisfied.

BULLETINS: DAILY

Item #33

This record series consists of bulletins that communications dispatchers prepare daily to provide basic information to the officers. Each bulletin covers a 24-hour period and indicates officers on duty, vehicle assignments, and any special messages such as descriptions of suspicious persons. See also "BE ON THE LOOKOUT (BOLO) RECORDS."

RETENTION: Retain until obsolete, superseded, or administrative value is lost.

CHEMICAL ANALYSIS TEST LOG

Item #122

This record series consists of a log of all chemical analysis tests conducted on individuals suspected of illegally being under the influence of alcohol or drugs. Retention is based on Rule 11D-8.0075, *Florida Administrative Code*, Agency Retention of Records. See also "CHEMICAL ANALYSIS TEST REPORTS" and "CRIMINAL INVESTIGATIVE RECORDS" items.

RETENTION: 3 anniversary years after last entry.

CHEMICAL ANALYSIS TEST REPORTS

Item #17

This record series documents information generated when chemically testing individuals suspected of illegally being under the influence of alcohol or drugs. Information may include , but is not limited to, city and county in which 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; date and time simulation performed; date last simulation test conducted; simulator concentration; results of simulation test and operator; and chemical test operator and agency. Retention is based on Rule 11D-8.0075, *Florida Administrative Code*, Agency Retention of Records. If the report relates to an investigation, the record should be filed with the applicable CRIMINAL INVESTIGATIVE RECORDS item. See also "CHEMICAL ANALYSIS TEST LOG" and "CRIMINAL INVESTIGATIVE RECORDS" items.

RETENTION: 3 anniversary years after submitted.

CITATION BOOK RECEIPT RECORDS

Item #157

This record series documents receipt of citation books by officers, indicating which officer received which citation book and date of receipt. This series also assists the agency in monitoring the performance of each officer. See also "CITATIONS."

RETENTION: 1 anniversary year.

CITATION LOGS

Item #101

This record series documents citations issued, listing ticket number, name of violator, date ticket was issued, and the officer's name. This series may also list any citations that are damaged or upon which an entry was made but the citation was never issued. These records are created pursuant to Section 316.650, *Florida Statutes*, Traffic citations; Section 327.74, *Florida Statutes*, Uniform boating citations; or Section 379.333, *Florida Statutes*, Arrest by officers of the commission; recognizance; cash bond; citation. See also "CITATION TRANSMITTAL RECORDS" and "CITATIONS."

RETENTION: 1 fiscal year.

CITATION TRANSMITTAL RECORDS

Item #102

This record series documents those traffic citations and the citation numbers that have been issued and sent to the Department of Highway Safety and Motor Vehicles or the Fish and Wildlife Conservation Commission. This retention is for the copy retained by the transmitting agency, not for the copy received by the Department of Highway Safety and Motor Vehicles or the Fish and Wildlife Conservation Commission. These records are created pursuant to Section 316.650(6), *Florida Statutes*, Traffic citations, or Section 327.74(6), *Florida Statutes*, Uniform boating citations. See also "CITATION LOGS" and "CITATIONS."

RETENTION: 1 fiscal year.

CITATIONS

Item #103

This record series consists of citations and complaints notifying the alleged violator to appear and answer to charges of violating traffic, wildlife, boating, or other municipal ordinances or state or federal laws. The series contains the case docket number; court location; name, address, and pertinent facts of the offender; description of the vehicle; types of offense and prevailing conditions; name and badge number of the officer or other complainant; court appearance date; and the signature of the offender. Issued along with traffic citations may be an "affidavit-of-compliance" indicating that a non-commercial vehicle is operating in an unsafe manner or with inoperable equipment, per Section 316.610, *Florida Statutes*, Safety of vehicle; inspection. This series includes voided citations. Copies of citations go to the Clerk of Court, the individual cited, and any applicable state agency (Department of Highway Safety and Motor Vehicles, Department of Environmental Protection, or the Florida Fish and Wildlife Conservation Commission). This retention is for the copy retained by the issuing agency, not for the

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copy sent to the Clerk of Court, Department of Highway Safety and Motor Vehicles, the Department of Environmental Protection, or the Fish and Wildlife Conservation Commission. Citations may also be known as "parking tickets," "boating tickets," "wildlife citations," "parking citations," "traffic summons," or "non-moving citations." These records are created pursuant to Section 316.650, *Florida Statutes*, Traffic citations; Section 327.74, *Florida Statutes*, Uniform boating citations; or Section 379.333, *Florida Statutes*, Arrest by officers of the commission; recognizance; cash bond, citation. **For Code Enforcement citations, see General Records Schedule GS1-SL for State and Local Government Agencies, Item #236, "CODE VIOLATION RECORDS: HEARING CASE FILES," Item #237, "CODE VIOLATION RECORDS: NO CITATION ISSUED" and item #398 "CODE VIOLATION: CITATION ISSUED."** See also "ACCIDENT RECORDS: MOTOR VEHICLE," "ACCIDENT REPORT FORMS: MOTOR VEHICLE," "ACCIDENT REPORT SHORT FORMS: MOTOR VEHICLE (Dated 2010-2012)," "CITATION LOGS," "CITATION TRANSMITTAL RECORDS" and "NOTICES: TO APPEAR IN COURT."
RETENTION: 60 days after citation issued or voided.

CITIZEN RIDE-ALONG REQUEST AND RELEASE RECORDS

Item #158

This record series consists of citizen applications to ride in a patrol car and/or patrol vessel with an officer and observe during the officer's shift. The records provide date and time of ride-along and a liability release. The retention period is pursuant to Section 95.11, *Florida Statutes*, the Statute of Limitations for negligence and wrongful death.

RETENTION: 4 anniversary years after ride-along.

CIVIL PROCESS/RETURN RECORDS

Item #19

This record series documents process serving by law enforcement agencies and may include such information as name of plaintiff and defendant, type of writ, case number, cause of action, court, receipt, deposit, attorney, date received, name, date, time of service, and costs. This series also includes any indexes to the records. If this is the only record of financial transactions relating to civil process and returns, see *General Records Schedule GS1-SL for State and Local Government Agencies*, Item #435, "FINANCIAL TRANSACTION RECORDS: DETAIL." See also "EXECUTION DOCKET RECORDS," "EXECUTION RECORDS: RECEIPT FOR RETURN," "EXECUTION RECORDS: SATISFIED," "EXECUTION RECORDS: SUPPORTING DOCUMENTS" and "EXECUTION RECORDS: UNSATISFIED."

RETENTION: 3 fiscal years.

CODE SHEETS

Item #20

This record series consists of code sheets that are used to transmit statistical information for crime prevention. Codes might be referred to by other names, such as nature codes or disposition codes.

RETENTION: Retain until obsolete, superseded, or administrative value is lost.

COMBAT AUTO THEFT (CAT) PROGRAM RECORDS

Item #159

This record series documents citizens' participation in the Combat Auto Theft (CAT) Program. This program is designed to reduce the number of auto thefts by allowing law enforcement officers to perform an investigative stop of a participant's vehicle during designated hours to determine if the vehicle has been stolen. The series may include, but is not limited to, consent/registration forms, address and phone number updates, and withdrawal forms required from participants removing a vehicle from the program. The retention period is based on Section 95.11(3), *Florida Statutes*, the Statute of Limitations for filing an action based upon negligence, false arrest, false imprisonment, and malicious interference.

RETENTION: 4 anniversary years after vehicle withdrawn from program.

COMMITMENT TO SERVE SENTENCE FORMS

Item #21

This record series consists of forms completed by the court and signed by the judge committing an individual to jail or to pay a fine. The form provides such information as name of person charged, date of conviction, type of offense, amount of fine, and length of sentence. The law enforcement agency's record copy is a duplicate of the official record copy on file with the Clerk of the Circuit Court. See also "BOOKING RECORDS."

RETENTION: Retain until obsolete, superseded, or administrative value is lost.

COMPLAINT/INCIDENT LOGS

Item #24

This record series lists all complaints or incidents to which a unit or officer responded. The log shows such information as name(s) of individual(s) involved, address, time, charges, complaint number assigned, report number, date, capsule information on complainant, nature of complaint, officers dispatched (if any), and immediate disposition of case. In some agencies, these records may be generated from Computer Aided Dispatch (CAD) systems or other similar systems. See also "COMPLAINT/INCIDENT REPORTS."

RETENTION: 2 anniversary years after last entry.

COMPLAINT/INCIDENT REPORTS

Item #25

This record series consists of reports completed by officers responding to a crime, disturbance, complaint, or other incident. The reports provide such information as date; time; type of call; complaint number assigned; complainant's name, address, and phone number; name of victim (if any); desk officer; officer assigned; how complaint was reported; location of complaint or incident; responding officer(s); response/action taken; time and date unit was dispatched, arrived at scene, and returned to service; and immediate disposition of case. This report may be referred to as a "First Contact Police Report," "Offense/Incident

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Report" or "Case Report." This series also includes Baker Act Incident Reports. The retention period is based on the Statute of Limitations, Section 95.11, *Florida Statutes*. **If the complaint or incident results in an investigation, a copy of the report should be filed with the applicable CRIMINAL INVESTIGATIVE RECORDS item.** See also "COMPLAINT/INCIDENT LOGS" and "CRIMINAL INVESTIGATIVE RECORDS" items.

RETENTION: 4 anniversary years after complaint/incident closed.

CONFIDENTIAL INFORMANT FILES

Item #199

This record series consists of information pertaining to the identity of confidential informants. The series may include, but is not limited to, the informant's name, address, telephone number, race, sex, height, hair and eye color, social security number, date of birth, criminal history report, fingerprint card, photographs, and names of family members. If the informant is a paid informant, the series may also include records of payments to the informant. For information provided by confidential informants, use "CRIMINAL INTELLIGENCE INFORMATION RECORDS" or the applicable "CRIMINAL INVESTIGATIVE RECORDS" item.

RETENTION: 5 fiscal years following last contact with informant.

CONFIDENTIAL/EXEMPT TRAFFIC CRASH REPORTS REQUEST RECORDS

Item #219

This record series consists of sworn statements and associated identification documents from requestors necessary for requesting copies of confidential and exempt traffic crash reports in accordance with Section 316.066(2)(d), *Florida Statutes*, Written reports of crashes. Traffic crash reports are confidential and exempt from public disclosure for a period of 60 days after they are filed and are available only to qualified requestors during that period.

RETENTION: 3 anniversary years from date the crash report loses its confidential/exempt status.

CONFISCATED INTOXICATING BEVERAGE RECORDS: SALE PROHIBITED

Item #123

This record series consists of itemized records, signed by the sheriff, documenting the seizure of intoxicating liquors, wines or beer in counties that prohibit the sale of intoxicating liquors, wines or beer, including a complete record of the destruction of such intoxicating beverages. Creation and retention of records is pursuant to Section 568.12, *Florida Statutes*, Record of Confiscation Required. See also "CONFISCATED INTOXICATING BEVERAGE REPORTS: ILLICIT LIQUOR."

RETENTION: Permanent.

CONFISCATED INTOXICATING BEVERAGE REPORTS: ILLICIT LIQUOR

Item #26

This record series consists of the law enforcement agency's copies of seized illicit intoxicating beverage reports submitted to the Division of Alcoholic Beverages and Tobacco by local law enforcement agencies pursuant to Section 562.38, *Florida Statutes*, Report of Seizures. See also "CONFISCATED INTOXICATING BEVERAGE RECORDS: SALE PROHIBITED."

RETENTION: Retain until obsolete, superseded, or administrative value is lost.

CRIME ANALYSIS RECORDS

Item #70

This record series consists of records documenting analytical activities involved in determining the *modus operandi* (MO), crime patterns, and related activities of known and unknown persons suspected of involvement in criminal activity. These records may also be filed as part of an applicable CRIMINAL INVESTIGATIVE RECORDS item.

RETENTION: Retain until obsolete, superseded, or administrative value is lost.

CRIMINAL HISTORY DISSEMINATION RECORDS: FCIC/NCIC

Item #42

This record series documents the dissemination of FCIC/NCIC criminal history records, providing such information as the date of release of the records, to whom the information relates, to whom the information was released, state identification or FBI number, and the purpose for which the information was requested. These records are created and maintained pursuant to 28CFR20, Subpart C, Federal Systems and Exchange of Criminal History Record Information; Section 943.053, *Florida Statutes*, Dissemination of criminal justice information; fees; and Section 943.055, *Florida Statutes*, Records and audit.

RETENTION: 4 anniversary years after distributed.

CRIMINAL HISTORY SUMMARY RECORDS/RAP SHEETS

Item #85

This record series consists of criminal histories of arrested individuals or criminal suspects.

RETENTION: Retain until obsolete, superseded, or administrative value is lost.

CRIMINAL INTELLIGENCE INFORMATION RECORDS

Item #30

This record series consists of "information with respect to an identifiable person or group of persons collected by a criminal justice agency in an effort to anticipate, prevent or monitor possible criminal activity" (Section 119.011(3)(a), *Florida Statutes*, Public Records; Definitions). Pursuant to Section 119.011(3)(d), *Florida Statutes*, "Criminal intelligence information shall be considered 'active' as long as it is related to intelligence gathering conducted with a reasonable, good faith belief that it will lead to detection of ongoing or reasonably anticipated criminal activities . . . In addition, criminal intelligence and criminal investigative information shall be considered 'active' while such information is directly related to pending prosecutions or appeals. The word 'active' shall not apply to information in cases that are barred from prosecution under the provisions of s. 775.15 [Time limitations; general time limitations; exceptions] or other statute of limitation." See also "CRIMINAL

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INVESTIGATIVE RECORDS" items, "FACIAL RECOGNITION RECORDS," "VIDEO/AUDIO RECORDINGS: BODY CAMERA" and "VIDEO/AUDIO RECORDINGS: PATROL UNITS."

RETENTION: Retain until obsolete, superseded, or administrative value is lost.

CRIMINAL INVESTIGATIVE RECORDS: CAPITAL/LIFE FELONY

Item #31

This record series consists of information compiled by a criminal justice agency in the course of conducting a criminal investigation of a specific act or omission constituting a capital or life felony, including information derived by laboratory tests, reports of investigators or informants, or any type of surveillance (Section 119.011(3)(b), *Florida Statutes*, Public Records; Definitions). The series may also contain, but is not limited to, fingerprints and/or palm prints and print classification of the person arrested; FBI history number; state identification number; original and supplemental arrest reports and records; arrest affidavit; booking records; jail commitment records; first appearance records; copies of warrants; photographs; narrative describing case or offense; correspondence; the disposition of the case; bond and fine information for the person to be released from jail; commitment orders; court orders; record of offender's incarceration; Miranda rights form; family history; releasing orders; date of release; reason for release; court dispositions; and medical information. Retention is pursuant to Section 775.15, *Florida Statutes*, Time limitations; general time limitations; exceptions. See also "CRIMINAL INTELLIGENCE INFORMATION RECORDS" and other "CRIMINAL INVESTIGATIVE RECORDS" items.

RETENTION: 100 anniversary years after crime committed.

CRIMINAL INVESTIGATIVE RECORDS: CHILD ABUSE OR NEGLECT

Item #200

This record series consists of information compiled by a criminal justice agency in the course of conducting a criminal investigation of a specific act or omission constituting child abuse, neglect, abandonment, and endangerment, including information derived by laboratory tests, reports of investigators or informants, or any type of surveillance (Section 119.011(3)(b), *Florida Statutes*, Public Records; Definitions). The series may also contain, but is not limited to, fingerprints and/or palm prints and print classification of the person arrested; FBI history number; state identification number; original and supplemental arrest reports and records; arrest affidavit; booking records; jail commitment records; first appearance records; copies of warrants; photographs; narrative describing case or offense; correspondence; the disposition of the case; bond and fine information for the person to be released from jail; commitment orders; court orders; record of offender's incarceration; Miranda rights form; family history; releasing orders; date of release; reason for release; court dispositions; and medical information. Retention is pursuant to Statute of Limitations, Section 95.11(7), *Florida Statutes*, For Intentional Torts Based on Abuse. See also "CRIMINAL INTELLIGENCE INFORMATION RECORDS" and other "CRIMINAL INVESTIGATIVE RECORDS" items.

RETENTION: 7 anniversary years after the age of majority, or 4 anniversary years after the injured person leaves the dependency of the abuser, or 4 anniversary years from the time of discovery by the injured party of both the injury and the causal relationship between the injury and the abuse, whichever occurs later. **Retention may need to be extended under conditions established by Section 775.15(12)(b) – Section 775.15(16), *Florida Statutes*.**

CRIMINAL INVESTIGATIVE RECORDS: DEGREE OF CRIME UNKNOWN/NO CHARGES FILED

Item #129

This record series consists of information compiled by a criminal justice agency in the course of conducting a criminal investigation of a specific act or omission where the degree of crime is unknown or there were no charges ultimately filed, including information derived by laboratory tests, reports of investigators or informants, or any type of surveillance (Section 119.011(3)(b), *Florida Statutes*, Public Records; Definitions). The series may also contain, but is not limited to, fingerprints and/or palm prints and print classification of the person arrested; FBI history number; state identification number; original and supplemental arrest reports and records; arrest affidavit; booking records; jail commitment records; first appearance records; copies of warrants; photographs; narrative describing case or offense; correspondence; the disposition of the case; bond and fine information for the person to be released from jail; commitment orders; court orders; record of offender's incarceration; Miranda rights form; family history; releasing orders; date of release; reason for release; court dispositions; and medical information. Retention is pursuant to Section 775.15, *Florida Statutes*, Time limitations; general time limitations; exceptions. See also "CRIMINAL INTELLIGENCE INFORMATION RECORDS" and other "CRIMINAL INVESTIGATIVE RECORDS" items.

RETENTION: 4 anniversary years after offense committed.

CRIMINAL INVESTIGATIVE RECORDS: ELDERS/DISABLED ADULTS ABUSE, NEGLECT, OR EXPLOITATION

Item #124

This record series consists of information compiled by a criminal justice agency in the course of conducting a criminal investigation of a specific act or omission constituting abuse, neglect, or exploitation of elders or disabled adults, including information derived by laboratory tests, reports of investigators or informants, or any type of surveillance (Section 119.011(3)(b), *Florida Statutes*, Public Records; Definitions). The series may also contain, but is not limited to, fingerprints and/or palm prints and print classification of the person arrested; FBI history number; state identification number; original and supplemental arrest reports and records; arrest affidavit; booking records; jail commitment records; first appearance records; copies of warrants; photographs; narrative describing case or offense; correspondence; the disposition of the case; bond and fine information for the person to be released from jail; commitment orders; court orders; record of offender's incarceration; Miranda rights form; family history; releasing orders; date of release; reason for release; court dispositions; and medical information. Retention is pursuant to Section 775.15, *Florida Statutes*, Time limitations; general time limitations; exceptions. See also "CRIMINAL INTELLIGENCE INFORMATION RECORDS" and other "CRIMINAL INVESTIGATIVE RECORDS" items.

RETENTION: 8 anniversary years after offense committed. **Retention may need to be extended under conditions established by Section 775.15(12)(b) – Section 775.15(16), Florida Statutes.**

CRIMINAL INVESTIGATIVE RECORDS: FELONY, 1st DEGREE

Item #125

This record series consists of information compiled by a criminal justice agency in the course of conducting a criminal investigation of a specific act or omission constituting a 1st degree felony, including information derived by laboratory tests, reports of investigators or informants, or any type of surveillance (Section 119.011(3)(b), *Florida Statutes*, Public Records; Definitions). The series may also contain, but is not limited to, fingerprints and/or palm prints and print classification of the person arrested; FBI history number; state identification number; original and supplemental arrest reports and records; arrest affidavit; booking records; jail commitment records; first appearance records; copies of warrants; photographs; narrative describing case or offense; correspondence; the disposition of the case; bond and fine information for the person to be released from jail; commitment orders; court orders; record of offender's incarceration; Miranda rights form; family history; releasing orders; date of release; reason for release; court dispositions; and medical information. Retention is pursuant to Section 775.15, *Florida Statutes*, Time limitations; general time limitations; exceptions. See also "CRIMINAL INTELLIGENCE INFORMATION RECORDS" and other "CRIMINAL INVESTIGATIVE RECORDS" items.

RETENTION: 7 anniversary years after offense committed. **Retention may need to be extended under conditions established by Section 775.15(12)(b) – Section 775.15(16), Florida Statutes.**

CRIMINAL INVESTIGATIVE RECORDS: FELONY, 2nd AND 3rd DEGREE

Item #126

This record series consists of information compiled by a criminal justice agency in the course of conducting a criminal investigation of a specific act or omission constituting a 2nd or 3rd degree felony, including information derived by laboratory tests, reports of investigators or informants, or any type of surveillance (Section 119.011(3)(b), *Florida Statutes*, Public Records; Definitions). The series may also contain, but is not limited to, fingerprints and/or palm prints and print classification of the person arrested; FBI history number; state identification number; original and supplemental arrest reports and records; arrest affidavit; booking records; jail commitment records; first appearance records; copies of warrants; photographs; narrative describing case or offense; correspondence; the disposition of the case; bond and fine information for the person to be released from jail; commitment orders; court orders; record of offender's incarceration; Miranda rights form; family history; releasing orders; date of release; reason for release; court dispositions; and medical information. Retention is pursuant to Section 775.15, *Florida Statutes*, Time limitations; general time limitations; exceptions. See also "CRIMINAL INTELLIGENCE INFORMATION RECORDS" and other "CRIMINAL INVESTIGATIVE RECORDS" items.

RETENTION: 6 anniversary years after offense committed. **Retention may need to be extended under conditions established by Section 775.15(12)(b) – Section 775.15(16), Florida Statutes.**

CRIMINAL INVESTIGATIVE RECORDS: FELONY, DESTRUCTIVE DEVICE

Item #214

This record series consists of information compiled by a criminal justice agency in the course of conducting a criminal investigation of a specific act or omission constituting a felony resulting in injury to any person, when such felony arises from the use of a destructive device. This series includes information derived by laboratory tests, reports of investigators or informants, or any type of surveillance (Section 119.011(3)(b), *Florida Statutes*, Public Records; Definitions). The series may also contain, but is not limited to, fingerprints and/or palm prints and print classification of the person arrested; FBI history number; state identification number; original and supplemental arrest reports and records; arrest affidavit; booking records; jail commitment records; first appearance records; copies of warrants; photographs; narrative describing case or offense; correspondence; the disposition of the case; bond and fine information for the person to be released from jail; commitment orders; court orders; record of offender's incarceration; Miranda rights form; family history; releasing orders; date of release; reason for release; court dispositions; and medical information. Retention is pursuant to Section 775.15, *Florida Statutes*, Time limitations; general time limitations; exceptions. Refer to Section 790.001, *Florida Statutes*, Definitions. See also "CRIMINAL INTELLIGENCE INFORMATION RECORDS" and other "CRIMINAL INVESTIGATIVE RECORDS" items.

RETENTION: 13 anniversary years after offense committed. **Retention may need to be extended under conditions established by Section 775.15(12)(b) – Section 775.15(16), Florida Statutes.**

CRIMINAL INVESTIGATIVE RECORDS: FELONY, ENVIRONMENTAL CONTROL

Item #215

This record series consists of information compiled by a criminal justice agency in the course of conducting a criminal investigation of a specific act or omission constituting a felony violation of Chapter 403, *Florida Statutes*, Environmental Control. This series includes information derived by laboratory tests, reports of investigators or informants, or any type of surveillance (Section 119.011(3)(b), *Florida Statutes*, Public Records; Definitions). The series may also contain, but is not limited to, fingerprints and/or palm prints and print classification of the person arrested; FBI history number; state identification number; original and supplemental arrest reports and records; arrest affidavit; booking records; jail commitment records; first appearance records; copies of warrants; photographs; narrative describing case or offense; correspondence; the disposition of the case; bond and fine information for the person to be released from jail; commitment orders; court orders; record of offender's incarceration; Miranda rights form; family history; releasing orders; date of release; reason for release; court dispositions; and medical information. Retention is pursuant to Section 775.15, *Florida Statutes*, Time limitations; general time limitations; exceptions. See also "CRIMINAL INTELLIGENCE INFORMATION RECORDS" and other "CRIMINAL INVESTIGATIVE RECORDS" items.

RETENTION: 8 anniversary years after offense committed. **Retention may need to be extended under conditions established by Section 775.15(12)(b) – Section 775.15(16), Florida Statutes.**

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This record series consists of information compiled by a criminal justice agency in the course of conducting a criminal investigation of a specific act or omission constituting fraud, such as Medicaid provider fraud or security or investment fraud. The series includes any information derived by laboratory tests, reports of investigators or informants, or any type of surveillance (Section 119.011(3)(b), *Florida Statutes*, Public Records; Definitions). The series may also contain, but is not limited to, fingerprints and/or palm prints and print classification of the person arrested; FBI history number; state identification number; original and supplemental arrest reports and records; arrest affidavit; booking records; jail commitment records; first appearance records; copies of warrants; photographs; narrative describing case or offense; correspondence; the disposition of the case; bond and fine information for the person to be released from jail; commitment orders; court orders; record of offender's incarceration; Miranda rights form; family history; releasing orders; date of release; reason for release; court dispositions; and medical information. Retention is pursuant to Section 775.15, *Florida Statutes*, Time limitations; general time limitations; exceptions. See also "CRIMINAL INTELLIGENCE INFORMATION RECORDS" and other "CRIMINAL INVESTIGATIVE RECORDS" items.

RETENTION: 8 anniversary years after offense committed. **Retention may need to be extended under conditions established by Section 775.15(12)(b) – Section 775.15(16), *Florida Statutes*.**

CRIMINAL INVESTIGATIVE RECORDS: INDEX**Item #131**

This record series consists of an index to any information compiled by a criminal justice agency in the course of conducting a criminal investigation. The index serves a point of ready reference in locating the criminal investigative case record or additional files. The indexed reference may include the case number, important dates, and the name of the investigating officer. See also other "CRIMINAL INVESTIGATIVE RECORDS" items.

RETENTION: Retain as long as the item it relates to.

CRIMINAL INVESTIGATIVE RECORDS: JUVENILE OFFENDER**Item #130**

This record series consists of information compiled by a criminal justice agency in the course of conducting a criminal investigation of a specific act or omission by a juvenile, including information derived by laboratory tests, reports of investigators or informants, or any type of surveillance (Section 119.011(3)(b), *Florida Statutes*, Public Records; Definitions). The series may also contain, but is not limited to, fingerprints and/or palm prints and print classification of the person arrested; FBI history number; state identification number; original and supplemental arrest reports and records; arrest affidavit; booking records; jail commitment records; first appearance records; copies of warrants; photographs; narrative describing case or offense; correspondence; the disposition of the case; bond and fine information for the person to be released from jail; commitment orders; court orders; record of offender's incarceration; Miranda rights form; family history; releasing orders; date of release; reason for release; court dispositions; medical information; and juvenile civil citations issued under Section 985.12, *Florida Statutes*, Civil citation. Retention is pursuant to Section 775.15, *Florida Statutes*, Time limitations; general time limitations; exceptions. **If the juvenile is charged as an adult, the records take on the retention of the applicable record series (for instance, CRIMINAL INVESTIGATIVE RECORDS: FELONY, 2nd AND 3rd DEGREE).** See also "CRIMINAL INTELLIGENCE INFORMATION RECORDS" and other "CRIMINAL INVESTIGATIVE RECORDS" items.

RETENTION: Retain until subject turns age 22. **Retention may need to be extended under conditions established by Section 775.15(12)(b) – Section 775.15(16), *Florida Statutes*.**

CRIMINAL INVESTIGATIVE RECORDS: MISDEMEANOR, 1st DEGREE**Item #127**

This record series consists of information compiled by a criminal justice agency in the course of conducting a criminal investigation of a specific act or omission constituting a 1st degree misdemeanor, including information derived by laboratory tests, reports of investigators or informants, or any type of surveillance (Section 119.011(3)(b), *Florida Statutes*, Public Records; Definitions). The series may also contain, but is not limited to, fingerprints and/or palm prints and print classification of the person arrested; FBI history number; state identification number; original and supplemental arrest reports and records; arrest affidavit; booking records; jail commitment records; first appearance records; copies of warrants; photographs; narrative describing case or offense; correspondence; the disposition of the case; bond and fine information for the person to be released from jail; commitment orders; court orders; record of offender's incarceration; Miranda rights form; family history; releasing orders; date of release; reason for release; court dispositions; and medical information. Retention is pursuant to Section 775.15, *Florida Statutes*, Time limitations; general time limitations; exceptions. See also "CRIMINAL INTELLIGENCE INFORMATION RECORDS" and other "CRIMINAL INVESTIGATIVE RECORDS" items.

RETENTION: 5 anniversary years after offense committed. **Retention may need to be extended under conditions established by Section 775.15(12)(b) – Section 775.15(16), *Florida Statutes*.**

CRIMINAL INVESTIGATIVE RECORDS: MISDEMEANOR, 2nd DEGREE**Item #128**

This record series consists of information compiled by a criminal justice agency in the course of conducting a criminal investigation of a specific act or omission constituting a 2nd degree misdemeanor, including information derived by laboratory tests, reports of investigators or informants, or any type of surveillance (Section 119.011(3)(b), *Florida Statutes*, Public Records; Definitions). The series may also contain, but is not limited to, fingerprints and/or palm prints and print classification of the person arrested; FBI history number; state identification number; original and supplemental arrest reports and records; arrest affidavit; booking records; jail commitment records; first appearance records; copies of warrants; photographs; narrative describing case or offense; correspondence; the disposition of the case; bond and fine information for the person to be released from jail; commitment orders; court orders; record of offender's incarceration; Miranda rights form; family history;

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releasing orders; date of release; reason for release; court dispositions; and medical information. Retention is pursuant to Section 775.15, *Florida Statutes*, Time limitations; general time limitations; exceptions. See also "CRIMINAL INTELLIGENCE INFORMATION RECORDS" and other "CRIMINAL INVESTIGATIVE RECORDS" items.

RETENTION: 4 anniversary years after offense committed. **Retention may need to be extended under conditions established by Section 775.15(12)(b) – Section 775.15(16), *Florida Statutes*.**

CRIMINAL INVESTIGATIVE RECORDS: MISSING PERSONS/RUNAWAY CASES

Item #161

This record series consists of information on cases involving a missing person(s) or runaway(s) where the body(ies) has not been recovered and/or the individual(s) has not been located, including information derived by laboratory tests, reports of investigators or informants, or any type of surveillance (Section 119.011(3)(b), *Florida Statutes*, Public Records; Definitions). The series may also contain, but is not limited to, fingerprints and/or palm prints and print classification of the person arrested; FBI history number; state identification number; original and supplemental arrest reports and records; arrest affidavit; booking records; jail commitment records; first appearance records; copies of warrants; photographs; narrative describing case or offense; correspondence; the disposition of the case; bond and fine information for the person to be released from jail; commitment orders; court orders; record of offender's incarceration; Miranda rights form; family history; releasing orders; date of release; reason for release; court dispositions; and medical information. These files continue to have value many decades after the disappearance, as human remains may be uncovered at any time. Remains would be compared against the dental charts, fingerprints, and physical description of the missing person. Furthermore, any possessions or artifacts found near the body would be compared against the description of the victim's clothing and any personal possession also thought to be missing. See also "CRIMINAL INTELLIGENCE INFORMATION RECORDS" and other "CRIMINAL INVESTIGATIVE RECORDS" items.

RETENTION: 100 anniversary years after initial report is filed.

CRIMINAL INVESTIGATIVE RECORDS: MISSING PERSONS/RUNAWAY CASES (FOUND/SOLVED)

Item #162

This record series consists of information on cases involving a missing person(s) or runaway(s) where the body(ies) or individual(s) has been located. If the person is located alive and no crime has occurred, the information collected as part of the investigation would take on the retention of "COMPLAINT/INCIDENT REPORTS." If criminal activity has occurred or is suspected, then the information collected as part of the missing persons case would take on the retention of the applicable CRIMINAL INVESTIGATIVE RECORDS item. See also "CRIMINAL INTELLIGENCE INFORMATION RECORDS" and other "CRIMINAL INVESTIGATIVE RECORDS" items.

RETENTION: Retain as long as the record series it relates to.

CRIMINAL INVESTIGATIVE RECORDS: NON-CRIMINAL VIOLATION

Item #148

This record series consists of information compiled by a criminal justice agency in the course of conducting a criminal investigation of an act or omission classified as a non-criminal violation of the law, including information derived by laboratory tests, reports of investigators or informants, or any type of surveillance (Section 119.011(3)(b), *Florida Statutes*, Public Records; Definitions). The series may also contain, but is not limited to, fingerprints and/or palm prints and print classification of the person arrested; FBI history number; state identification number; original and supplemental arrest reports and records; arrest affidavit; booking records; jail commitment records; first appearance records; copies of warrants; photographs; narrative describing case or offense; correspondence; the disposition of the case; bond and fine information for the person to be released from jail; commitment orders; court orders; record of offender's incarceration; Miranda rights form; family history; releasing orders; date of release; reason for release; court dispositions; and medical information. Retention is pursuant to Section 775.15, *Florida Statutes*, Time limitations; general time limitations; exceptions. See also "CRIMINAL INTELLIGENCE INFORMATION RECORDS" and other "CRIMINAL INVESTIGATIVE RECORDS" items.

RETENTION: 4 anniversary years after offense committed.

CRIMINAL INVESTIGATIVE RECORDS: SEXUAL BATTERY, VICTIM UNDER 18 YEARS OF AGE

Item #226

This record series consists of information compiled by a criminal justice agency in the course of conducting a criminal investigation of a specific act or omission constituting sexual battery on a victim under 18 years of age under (Section 119.011(3)(b), *Florida Statutes*, Public Records; Definitions). The series may also contain, but is not limited to, fingerprints and/or palm prints and print classification of the person arrested; FBI history number; state identification number; original and supplemental arrest reports and records; arrest affidavit; booking records; jail commitment records; first appearance records; copies of warrants; photographs; narrative describing case or offense; correspondence; the disposition of the case; bond and fine information for the person to be released from jail; commitment orders; court orders; record of offender's incarceration; Miranda rights form; family history; releasing orders; date of release; reason for release; court dispositions; and medical information. Retention is pursuant to Statute of Limitations, Section 775.15 (20), *Florida Statutes*, Time limitations; general time limitations; exceptions, providing that "a prosecution for a violation of s. 794.011 may be commenced at any time." See also "CRIMINAL INTELLIGENCE INFORMATION RECORDS" and other "CRIMINAL INVESTIGATIVE RECORDS" items.

RETENTION: 100 anniversary years after offense committed.

DISPOSITION REPORTS

Item #166

This record series consists of disposition reports submitted by law enforcement agencies and correctional and detention facilities to the Florida Department of Law Enforcement's Criminal Justice Information Program pursuant to Section 943.052,

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Florida Statutes, Disposition reporting, and Rule 11C-4.006, *Florida Administrative Code*, Final Disposition Reporting. The reports provide disposition data regarding criminal arrests, pretrial dispositions, trials, sentencing, confinement, parole, and probation. This series does not include the Florida Department of Law Enforcement's copies of these reports.

RETENTION: 180 days after arrest or other action, or 30 days after submitting report, whichever is later.

DISPOSITIONS: NOLLE PROSEQUI

Item #72

This record series consists of copies of dispositions that the State Attorney's Office enters for cases that they will not prosecute or further pursue. See also "ARREST WARRANTS/CAPIAS/ORDERS."

RETENTION: Retain until obsolete, superseded, or administrative value is lost.

DRIVER LICENSES/IDENTIFICATION CARDS SURRENDERED

Item #220

This record series consists of surrendered Florida or out-of-state driver licenses or identification cards. Florida licenses might be surrendered for various reasons, such as when an error appears on the license, for address corrections or changes, or for name changes. Out-of-state driver licenses are surrendered when Florida licenses are issued. Agencies are responsible for ensuring that internal management policies are in place establishing criteria for which records should be retained, such as those with fraudulent information which may become part of a CRIMINAL INVESTIGATIVE RECORDS item.

RETENTION: Destroy upon receipt; disposition documentation is not required for these records.

EMPLOYMENT RECORDS: OFF-DUTY ACTIVITIES

Item #168

This record series documents off-duty employment of law enforcement officers by outside employers. The series may include, but is not limited to, job descriptions and job announcements from prospective employers; applications for the eligibility pool; notice of final selection; work schedules provided by the outside employer; and other related records. This series does not include the record copy of payment or financial information and is not related to Workers' Compensation.

RETENTION: 4 anniversary years.

EVIDENCE PROCESSING RECORDS

Item #39

This record series documents evidence held in the evidence room from its receipt through its final disposition. A property control form or similar record is created when officers turn in evidence, property for safe keeping, or found property. The record provides such information as arrest and/or offense number, date, from whom received, by whom received, and a description of the property, and is referenced (for instance, by property form number) in the officer's offense report. When the property is disposed of by law or court order, the date and final disposition are added to the record. A copy may also be filed with the applicable CRIMINAL INVESTIGATIVE RECORDS item. The series may also include such records as receipts for all incoming and outgoing property in the evidence room, evidence cards, stolen property cards, and indexes to evidence/property (such as by classification of the type of property). This series does not include the actual evidence. See also "PROPERTY RECORDS: SEIZED/ABANDONED/FORFEITED."

RETENTION: 60 days after disposition of property.

EXAMINATION RECORDS: CRIMINAL JUSTICE TRAINING CENTERS/SCHOOLS

Item #170

This record series documents examinations administered under Rule 11B-35.0085, *Florida Administrative Code*, Criminal Justice Training School Requirements for Local Administration and Security of Examinations for Training Courses. The series may include, but is not limited to, examination booklets, grading logs/scales, and each student's completed examination. Retention is pursuant to Rule 11B-35.0085(5), *Florida Administrative Code*, requiring that, "Examination materials, including the examination and individual answer forms for each training course, shall be retained for not less than two years after the date the examination is completed."

RETENTION: 2 anniversary years from the date examination is completed.

EXECUTION DOCKET RECORDS

Item #41

This record series consists of dockets listing all executions, orders and decrees directed to the sheriff in relation to the collection of money and statements of money credited on such executions, orders and decrees, including when, to whom and by whom paid. This record was created in accordance with Section 30.17, *Florida Statutes* (repealed 2005). **This series is no longer accumulating, as judgment lien functions have been transferred to the Department of State under Sections 55.201-55.209, Florida Statutes, and Section 30.17(4), Florida Statutes (2004), requiring that "On October 1, 2001, the sheriff shall cease docketing newly delivered writs of executions. The sheriff shall maintain the existing docket until October 1, 2003. . . The sheriff's duties under this section shall cease on October 1, 2003."** See also other "EXECUTION RECORDS" items.

RETENTION: Retain until obsolete, superseded, or administrative value is lost.

EXECUTION RECORDS: RECEIPT FOR RETURN

Item #171

This record series consists of receipts given to the law enforcement agency upon return to the issuing court of an unsatisfied execution. These receipts are issued by the Clerk of Court's Office in accordance with Section 56.041(2), *Florida Statutes*, Executions; collection and return, requiring that, "Upon such return, the clerk of the court of issuance shall provide a receipt to the sheriff submitting the return acknowledging the return of the unsatisfied execution." See also other "EXECUTION RECORDS" items.

RETENTION: 1 anniversary year.

EXECUTION RECORDS: SATISFIED

Item #40

This record series consists of writs of execution received by the law enforcement agency and later satisfied after a judgment is entered by a court of proper jurisdiction and issued by the Clerk of Court. Executions are used to levy a fine on the property and goods of the defendant. All receipts of money are endorsed on the execution. When an execution is satisfied and paid in full, the officer executing the writ furnishes the defendant with a notice that the judgment has been satisfied and files a return in the court that issued the execution in accordance with *Florida Statutes* Section 56.021, Executions; issuance and return, alias, etc., and Section 56.041, Executions; collection and return. Retention is pursuant to Section 56.041(1), *Florida Statutes*, which requires that, "All executions shall be returnable when satisfied, and the officers to whom they are delivered shall collect the amounts thereof as soon as possible and shall furnish the judgment debtor with a satisfaction of judgment. All receipts shall be endorsed on the execution." **This series is no longer accumulating, as judgment lien functions have been transferred to the Department of State under Sections 55.201-55.209, Florida Statutes, Judgments.** See also other "EXECUTION RECORDS" items.

RETENTION: Return to issuing Clerk of Court.

EXECUTION RECORDS: SUPPORTING DOCUMENTS

Item #202

This record series consists of records related to the satisfaction of writs of execution received by the law enforcement agency after a judgment is entered by a court of proper jurisdiction and issued by the Clerk of Court. These are sometimes referred to as Levy Packets and may contain such records as instructions for each levy; certified copies of warranty deeds, quitclaim deeds, etc.; sheriff's deeds, bills of sale, and receipts; execution docket log for the specific levy; inventory sheets; and notices of sheriff's sale, levy, release from levy, and satisfaction of judgment. Executions are used to levy a fine on the property and goods of the defendant. **This series is no longer accumulating, as judgment lien functions have been transferred to the Department of State under Sections 55.201-55.209, Florida Statutes, Judgments.** See also other "EXECUTION RECORDS" items.

RETENTION: Retain as long as execution record it relates to.

EXECUTION RECORDS: UNSATISFIED

Item #172

This record series documents writs of execution received by the law enforcement agency after a judgment is entered by a court of proper jurisdiction and issued by the Clerk of Court. Executions are used to levy a fine on the property and goods of the defendant. All receipts of money are endorsed on the execution. When an execution is satisfied and paid in full, the officer executing the writ furnishes the defendant with a notice that the judgment has been satisfied and files a return in the court that issued the execution in accordance with *Florida Statutes* Section 56.021, Executions; issuance and return, alias, etc. and Section 56.041, Executions; collection and return. This series consists of unsatisfied executions, receipts for returned executions, and execution docket records listing "all executions, orders and decrees directed to the sheriff, in relation to the collection of moneys, and a statement of all moneys credited on such orders, executions and decrees, and when and to whom and by whom paid," in accordance with Section 30.17, *Florida Statutes* (repealed 2005). **This series is no longer accumulating, as judgment lien functions have been transferred to the Department of State under Sections 55.201-55.209, Florida Statutes, Judgments.** See also other "EXECUTION RECORDS" items.

RETENTION: Retain until obsolete, superseded, or administrative value is lost; return to issuing Clerk of Court if so desired by Clerk of Court.

FACIAL RECOGNITION IMAGE RECORDS

Item #221

This record series documents the process for generating, gathering and processing facial recognition images. The series may include, but is not limited to, facial images, renderings and associated data generated or received for automated comparison with images of known individuals to make identifications or exclusions. The series may also include user logs, query results, submitter and/or examiner information, and conclusions. The records may become part of a criminal intelligence record, criminal investigative record or some other record series.

RETENTION: Retain until obsolete, superseded, or administrative value is lost.

FEDERAL FIREARMS NOTIFICATION RECORDS: APPLICATIONS TO TRANSFER FIREARMS

Item #222

This record series consists of applications to transfer firearms submitted to the chief law enforcement officer of a locality pursuant to the National Firearms Act (NFA). The chief law enforcement officer receives Applications for Tax Paid Transfer and Registration of Firearm (or similar or subsequent forms) and notifies the Department of Defense, Bureau of Alcohol, Tobacco, Firearms and Explosives (ATF) if they have information that would disqualify the persons from acquiring or possessing firearms. Applications received pursuant to 27 CFR 479.84(c) Application to Transfer, and the National Firearms Act, 26 USC ss. 5811, Transfer tax.

Retention: Retain until review of application is complete and any applicable notifications are sent to ATF.

FEDERAL FIREARMS NOTIFICATION RECORDS: FIREARMS LICENSES

Item #203

This record series documents notification to the Chief Law Enforcement Officer (CLEO) of a locality in accordance with 18 USC 923(d)(1)(F)(iii), Licensing, requiring individuals to provide copies of certain federal firearms applications or notices. The series

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may include, but is not limited to, the Application for an Amended Federal Firearms License, Application for Federal Firearms License (Collector of Curios & Relics), and Notice of Intent to Apply for a Federal Firearms License.

RETENTION: Retain until obsolete, superseded, or administrative value is lost.

FIELD INTERROGATION REPORTS

Item #43

This record series consists of reports completed by officers relating to momentary detention of suspicious persons or vehicles. The activity is not of a criminal nature, and no arrests are made or other reports filed. The reports may contain such information as the subject's name, address, height, weight, color of hair and eyes, date, time and location of occurrence, name(s) of associate(s), officer's name, and reason(s) stopped. This series may also include follow-up documentation regarding the field interview(s). The information may be shared between agencies for its intelligence value. See also "WARNING TICKETS."

RETENTION: Retain until obsolete, superseded, or administrative value is lost.

FINGERPRINT CLASSIFICATION INDEXES

Item #47

This record series consists of a numeric index to fingerprints based on fingerprint classification. The classification assigns numerical values to identify fingerprint patterns. See also "FINGERPRINT COMPARISON RECORDS" and "LATENT FINGERPRINTS/PALM PRINTS/FOOTPRINTS: INDEX."

RETENTION: Retain until obsolete, superseded, or administrative value is lost.

FINGERPRINT COMPARISON RECORDS

Item #204

This record series documents fingerprint comparisons done at the request of individuals or other law enforcement agencies for such purposes as employment, housing, identity theft, etc. **This series does not cover fingerprint comparison records relating to criminal investigations.** See also "FINGERPRINT CLASSIFICATION INDEXES" and "LATENT FINGERPRINTS/PALM PRINTS/FOOTPRINTS: INDEX."

RETENTION: Retain until obsolete, superseded, or administrative value is lost.

FIREARM QUALIFICATIONS RECORDS

Item #48

This record series documents each law enforcement officer's qualifications to carry a firearm. Rule 11B-27.00212(14), *Florida Administrative Code*, Maintenance of Officer Certification, requires that officers document their firearms qualifications every two years and that the documentation be "maintained in the officer's employment file."

RETENTION: Retain as long as applicable PERSONNEL RECORDS item from *General Records Schedule GS1-SL for State and Local Government Agencies* or "PERSONNEL RECORDS: POLICE AUXILIARY/SPECIAL DEPUTY."

GUNSHOT WOUND/LIFE-THREATENING INJURY REPORTS

Item #50

This record series consists of reports to law enforcement agencies by physicians, nurses, or their employees, or employees of hospitals, sanitariums, clinics, or nursing homes treating any person suffering from a gunshot wound or life-threatening injury indicating an act of violence, or receiving a request for such treatment. These reports are submitted in compliance with Section 790.24, *Florida Statutes*, Report of medical treatment of certain wounds; penalty for failure to report. A copy may also be filed with the applicable CRIMINAL INVESTIGATIVE RECORDS item.

RETENTION: 3 anniversary years or as long as applicable CRIMINAL INVESTIGATIVE RECORDS item, whichever is longer.

HATE CRIMES REPORTS

Item #173

This record series consists of monthly reports submitted to the Florida Department of Law Enforcement by law enforcement agencies reporting "criminal acts that evidence prejudice based on race, religion, ethnicity, color, ancestry, sexual orientation, or national origin" as required by Section 877.19, *Florida Statutes*, Hate Crimes Reporting Act. The statute requires the Attorney General to publish an annual summary of the data compiled from these reports.

RETENTION: 1 calendar year.

INJUNCTION RECORDS

Item #174

This record series consists of the law enforcement agency's copies of injunctions maintained by the Clerk of Court. The records are copies of permanent or temporary injunctions, orders dismissing or amending injunctions, and return of service forms.

RETENTION: Retain until expiration of injunction.

INTERCEPTED COMMUNICATIONS RECORDS

Item #227

This series consists of wire, oral or electronic communications intercepted by investigative or law enforcement agencies as authorized by order of a judge. The series may include, but is not limited to, the intercepted communications, agency applications for orders authorizing the interception of communications, and orders issued by judges in response to the agency's applications. Retention is pursuant to Sections 934.09 (8)(a) and (c), *Florida Statutes*, requiring that intercepted communications and related applications and orders "shall be kept for 10 years."

RETENTION: 10 anniversary years.

INTERNAL INVESTIGATION RECORDS: FINAL ACTION SUMMARY

Item #59

This record series serves as the final action summary of investigations of allegations of employee or officer misconduct and/or violation of law enforcement agency regulations or orders, state or federal statutes, or local ordinances. Investigations may also cover discharge of firearms or other use of physical force. The completed investigation file is scheduled separately based on the nature of the outcome (sustained formal, sustained informal, or not sustained/unfounded/exonerated). The statement of final action may take many forms, including a memorandum, correspondence, logs, or reports. See also "INTERNAL INVESTIGATION RECORDS: SUSTAINED FORMAL," "INTERNAL INVESTIGATION RECORDS: SUSTAINED INFORMAL," "INTERNAL INVESTIGATION RECORDS: NOT SUSTAINED/UNFOUNDED/EXONERATED," and "PHYSICAL FORCE RECORDS."

RETENTION: Retain as long as the Personnel File.

INTERNAL INVESTIGATION RECORDS: NOT SUSTAINED/UNFOUNDED/EXONERATED

Item #136

This record series documents the investigation of allegations of employee or officer misconduct and/or violation of law enforcement agency regulations or orders, state or federal statutes, or local ordinances. Investigations may also cover discharge of firearms or other use of physical force. These records document cases in which the charges were determined to be unsustained or unfounded or the employee or officer was exonerated. The series may include, but is not limited to, statements by the employee, witnesses, and the person filing the complaint. See also "INTERNAL INVESTIGATION RECORDS: FINAL ACTION SUMMARY," "INTERNAL INVESTIGATION RECORDS: SUSTAINED FORMAL," "INTERNAL INVESTIGATION RECORDS: SUSTAINED INFORMAL," and "PHYSICAL FORCE RECORDS." For investigative records of the Office of Inspector General, see *General Records Schedule GS1-SL for State and Local Government Agencies*, Item #351, "INVESTIGATIVE RECORDS: INSPECTOR GENERAL."

RETENTION: 1 anniversary year after final disposition.

INTERNAL INVESTIGATION RECORDS: SUSTAINED FORMAL

Item #134

This record series documents the investigation of allegations of employee or officer misconduct and/or violation of law enforcement agency regulations or orders, state or federal statutes, or local ordinances. Investigations may also cover discharge of firearms or other use of physical force. These records document cases in which the charges were sustained and formal discipline administered. "Formal discipline" shall be defined as including demotions, removals, suspensions, or similar action. The series may include, but is not limited to, statements by the employee, witnesses, and the person filing the complaint. See also "INTERNAL INVESTIGATION RECORDS: FINAL ACTION SUMMARY," "INTERNAL INVESTIGATION RECORDS: NOT SUSTAINED/UNFOUNDED/EXONERATED," "INTERNAL INVESTIGATION RECORDS: SUSTAINED INFORMAL," and "PHYSICAL FORCE RECORDS." For investigative records of the Office of Inspector General, see *General Records Schedule GS1-SL for State and Local Government Agencies*, Item #351, "INVESTIGATIVE RECORDS: INSPECTOR GENERAL."

RETENTION: 5 anniversary years after final disposition.

INTERNAL INVESTIGATION RECORDS: SUSTAINED INFORMAL

Item #135

This record series documents the investigation of allegations of employee or officer misconduct and/or violation of law enforcement agency regulations or orders, state or federal statutes, or local ordinances. Investigations may also cover discharge of firearms or other use of physical force. These records document cases in which the charges were sustained and informal discipline administered. "Informal discipline" shall be defined as including written or verbal reprimands, memoranda, or similar action. The series may include, but is not limited to, statements by the employee, witnesses, and the person filing the complaint. See also "INTERNAL INVESTIGATION RECORDS: FINAL ACTION SUMMARY," "INTERNAL INVESTIGATION RECORDS: NOT SUSTAINED/UNFOUNDED/EXONERATED," "INTERNAL INVESTIGATION RECORDS: SUSTAINED FORMAL," and "PHYSICAL FORCE RECORDS." For investigative records of the Office of Inspector General, see *General Records Schedule GS1-SL for State and Local Government Agencies*, Item #351, "INVESTIGATIVE RECORDS: INSPECTOR GENERAL."

RETENTION: 3 anniversary years after final disposition.

JUVENILE ALTERNATIVE PROGRAM RECORDS

Item #206

This record series documents an agency's participation in programs designed to provide alternatives to detention for juvenile offenders and divert them from continued delinquent activity. Records may include names of volunteers and participants, volunteer hours, program administrative activities, agreements, and other related records. This series does not include case files relating to individual juvenile offenders.

RETENTION: 5 anniversary years.

K-9/EQUINE RECORDS

Item #178

This record series consists of documents related to the acquisition, training, maintenance, medical treatment, mental health, and disposition of canines and horses for service as K-9 units and mounted patrols or parade units. This series may include such records as breeder information; initial health screenings; notes on the animal's behavior and the breeder's reputation by an agency representative; duplicate financial and insurance records; records related to the final disposition of the animal, including reason, method, and date of final disposition (retirement, euthanasia, adoption, death in the line of duty, sale); and copies of immunization records, surgical procedure records, special care instructions (diets/exercise/morale), prescription

*****LAW ENFORCEMENT RECORDS*****

medication records, and mental health reports. The content of these records may vary by the animal's nature, breed, and specific work requirements.

RETENTION: 4 anniversary years after the animal leaves service.

LATENT FINGERPRINTS/PALM PRINTS/FOOTPRINTS: INDEX

Item #145

This record series consists of latent prints found at crime scenes and used for comparison with prints of known individuals to make identifications or exclusions. See also "FINGERPRINT CLASSIFICATION INDEXES" and "FINGERPRINT COMPARISON RECORDS."

RETENTION: Retain as long as item it relates to or until obsolete, superseded, or administrative value is lost.

LIABILITY WAIVERS

Item #65

This record series consists of waivers releasing the law enforcement agency from any and all liability claims for activities undertaken by the agency in performing law enforcement/safety functions (for instance, unlocking a car door using a slim jim). See also "CITIZEN RIDE-ALONG REQUEST AND RELEASE RECORDS" and "WAIVER FORMS: RELEASE OF INFORMATION."

RETENTION: 4 anniversary years after completion of the activity or function.

LICENSE PLATE RECOGNITION RECORDS

Item #217

This record series consists of license plate records created by license plate recognition systems. The series may include, but is not limited to, images of licenses plates and any associated metadata. These records may become part of a criminal investigative record or some other record series. See Section 316.0778, *Florida Statutes*, Automated license plate recognition systems; records retention, requiring a maximum retention period for these records.

RETENTION: Retain until obsolete, superseded, or administrative value is lost, but no longer than 3 anniversary years unless required to be retained under another record series.

MASTER NAME INDEXES

Item #66

This record series consists of summary information on individuals having been field interrogated or arrested, suspects or accomplices in crimes, crime victims, complainants, and witnesses. For each individual, the index may contain such information as name, address, date of birth, race, sex, date of incident, and type of incident. See also "ARREST RECORDS: OFFENDER INFORMATION," "CRIMINAL INTELLIGENCE INFORMATION RECORDS," and "CRIMINAL INVESTIGATIVE RECORDS" items.

RETENTION: Retain until obsolete, superseded, or administrative value is lost.

MULTIPLE WEAPONS SALES REPORTS

Item #155

This record series consists of reports received by local law enforcement agencies from dealers reporting multiple firearm sales. In accordance with 18 USC 923(g)(3)(A), Licensing, licensed dealers must report multiple weapons sales whenever the licensee sells or otherwise disposes of, at one time or during any five consecutive business days, two or more pistols, revolvers, or any combination thereof, to an unlicensed person. **Law enforcement agencies must destroy these forms no more than 20 days after the date such form is received pursuant to 18 USC 923(g)(3)(B).** See also "MULTIPLE WEAPONS SALES REPORTS DESTRUCTION CERTIFICATION LETTERS."

RETENTION: Retain until obsolete, superseded, or administrative value is lost, but no longer than 20 days after receipt.

MULTIPLE WEAPONS SALES REPORTS DESTRUCTION CERTIFICATION LETTERS

Item #154

This record series consists of certifications submitted by local law enforcement agencies to the U.S. Attorney General's Office that all Multiple Weapons Sales Reports from licensed weapons dealers have been destroyed. In accordance with 18 USC 923(g)(3)(A), Licensing, licensed dealers must report multiple weapons sales whenever the licensee sells or otherwise disposes of, at one time or during any five consecutive business days, two or more pistols, revolvers, or any combination thereof, to an unlicensed person. The law also requires that the law enforcement agency destroy these forms no more than 20 days after the date such form is received and certify such destruction to the U.S. Attorney General's Office every 6 months (18 USC 923(g)(3)(B)). See also "MULTIPLE WEAPONS SALES REPORTS."

RETENTION: 1 calendar year.

NO CHARGE SERVICE REPORTS

Item #71

This record series documents services provided at no charge by the law enforcement agency to other agencies such as State Attorney's offices, felony courts, grand juries, and county and circuit courts. Records provide such information as date, style of case, person(s) served, person or agency for whom served, date and time service performed, and name of deputy/officer making service.

RETENTION: 1 fiscal year.

NOTICES: REMOVAL OF ABANDONED OR JUNKED VEHICLE

Item #149

This record series consists of notices to vehicle/property owner to remove abandoned or junked vehicles. See also "VEHICLE RECORDS: IMPOUNDED."

RETENTION: 3 fiscal years.

*****LAW ENFORCEMENT RECORDS*****

NOTICES: SEXUAL PREDATOR

Item #184

This record series consists of a copy of each notice to the community and the public that a sexual predator has established a permanent or temporary residence within the county or municipality. The Florida Sexual Predators Act, Section 775.21, *Florida Statutes*, defines sexual predator, and such notices are required by Section 775.21(7), *Florida Statutes*, Community and Public Notification. The content of notices may include, but is not limited to, the name of the sexual predator; a description of the predator including a photograph; the predator's current address including the city and county; the circumstances of the predator's offense(s); and the age of the victim. This series also includes any related records, such as mailing lists and documentation that notification was issued. The retention period is based on the Statute of Limitations for negligence, Section 95.11, *Florida Statutes*.

RETENTION: 4 anniversary years.

NOTICES: TO APPEAR IN COURT

Item #73

This record series consists of notices to appear in court issued to citizens when given a citation. Notices provide the name and address of the officer testifying, the defendant's name, the offense charged, time and place of appearance, name and address of the court, name of arresting officer, and signature of the person receiving the notice.

RETENTION: 90 days after court date.

"OPERATION IDENTIFICATION" FORMS

Item #74

This record series consists of forms completed by citizens who participate in "Operation Identification" programs by engraving or otherwise marking their possessions for identification purposes in case of theft, loss, or burglary. The forms contain such information as owner's name, address, telephone number, description of articles marked, and identifying mark or number.

RETENTION: Retain until obsolete, superseded, or administrative value is lost.

ORDER TO EXPUNGE/SEAL CRIMINAL HISTORY RECORDS

Item #216

This record series documents the expunging or sealing of criminal history records in accordance with an issued court order pursuant to Section 943.0585, *Florida Statutes*, Court-ordered expunction of criminal history records, and Section 943.059, *Florida Statutes*, Court-ordered sealing of criminal history records. The series may include, but is not limited to, court orders; correspondence; Certificate of Eligibility from the Florida Department of Law Enforcement certifying an individual's eligibility to have their record(s) sealed or expunged; and record showing compliance with the order. This series does not include the actual record(s) to be sealed or expunged.

RETENTION: Retain until obsolete, superseded or administrative value is lost.

PAWN SHOP/SECONDHAND DEALER TRANSACTION REPORTS

Item #79

This record series consists of reports to law enforcement agencies showing items purchased by a pawnbroker, junk dealer, scrap-metal processor, person dealing in secondhand goods, or foundry in accordance with Section 539.001(8), *Florida Statutes*, Florida Pawnbroking Act, or Section 538.04(1), *Florida Statutes*, Secondhand Dealers. Reports may contain such information as the time, date, and place of transaction; a complete and accurate description of the goods acquired, including serial numbers, manufacturer's numbers, or other identifying marks; a description of the person from whom the goods were acquired; the type of identification provided, the issuing agency, and the identification number; and a signed statement swearing that the seller has the authority to sell or pledge these goods. Retention is pursuant to Section 539.001(12)(c), *Florida Statutes* (pawnbrokers) and Section 538.04(1), *Florida Statutes* (secondhand dealers).

RETENTION: 3 anniversary years after transaction.

PERSONNEL RECORDS: POLICE AUXILIARY/SPECIAL DEPUTY

Item #185

This record series documents the employment of auxiliary law enforcement officers or temporary/special deputies. These records may include loyalty oaths, emergency notification information, skill level and training, volunteer preferences, and other related records. The records do not document payments or benefits. This record series should be utilized for police auxiliary and temporary/special deputies whose actions may carry greater legal penalties than those of non-law enforcement volunteers. The retention period is based on the Statute of Limitations for negligence, Section 95.11, *Florida Statutes*. See also "REGISTER OF SPECIAL DEPUTY SHERIFFS" (GS2) and "PERSONNEL RECORDS" items in *General Records Schedule GS1-SL for State and Local Government Agencies*.

RETENTION: 4 anniversary years after termination of duties.

PHYSICAL FORCE RECORDS

Item #77

This record series consists of reports by law enforcement officers, correctional officers, or employees who apply physical force to a citizen, prisoner, or arrestee. The reports contain a statement of the force used and the circumstances under which it was used. These may also be referred to as Levels of Resistance reports. The retention period is based on the Statute of Limitations for negligence, Section 95.11, *Florida Statutes*. See also "INTERNAL INVESTIGATION RECORDS" items.

RETENTION: 4 anniversary years after incident.

POLICE EXPLORERS RECORDS

Item #207

This record series documents Police Explorers programs designed to educate and train teens and young adults up to age 21 for a career in law enforcement. The series documents program activities and participants and may include such records as

*****LAW ENFORCEMENT RECORDS*****

applications, parental consent forms, meeting attendance records, examination records, background checks, program rules and regulations, fee payment records, and records of participation in community service activities.

RETENTION: 5 fiscal years.

POLYGRAPH RECORDS: HIRING

Item #208

This record series documents polygraph tests given to prospective employees. The series may include pre-examination records, charts and examination question records for persons interviewed and 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, the chart of polygraph results, conclusions, statement of interviewee, and background information.

RETENTION: Retain as long as related PERSONNEL RECORDS item or item #24, EMPLOYMENT APPLICATION AND SELECTION RECORDS" from *General Records Schedule GS1-SL for State and Local Government Agencies*.

POLYGRAPH RECORDS: INVESTIGATIVE

Item #209

This record series documents polygraph tests given to individuals in relation to an investigation. The series may include pre-examination records, charts and examination question records for persons interviewed and 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, the chart of polygraph results, conclusions, statement of interviewee, and background information.

RETENTION: Retain as long as related CRIMINAL INVESTIGATIVE RECORDS item.

PROPERTY RECORDS: SEIZED/ABANDONED/FORFEITED

Item #27

This record series consists of itemized records of all property held by the law enforcement agency pursuant to Chapter 705, *Florida Statutes*, Lost or Abandoned Property; Section 790.08, *Florida Statutes*, Taking possession of weapons and arms; reports; disposition; custody; and Sections 932.703, 932.704, and 932.7055, *Florida Statutes*, regarding procedures for forfeiture and disposition of contraband articles. The retention is based on Section 95.11(3)(h), *Florida Statutes*, the Statute of Limitations for actions on taking, detaining, or injuring personal property. See also "AUCTION RECORDS," "EVIDENCE PROCESSING RECORDS," and "INMATE INCARCERATION RECORDS."

RETENTION: 4 anniversary years after disposition of property.

RECORD OF PRE-NUMBERED FORMS

Item #86

This record series documents the issuance of pre-numbered forms to law enforcement agency personnel authorized to accept public money, indicating which forms were issued to each employee. The records include the signatures of the individuals who received the forms and who checked in the returned forms.

RETENTION: 5 fiscal years.

REGISTER OF FELONS

Item #87

This record series documents the registration of felons who enter or reside in the county, as required by Section 775.13, *Florida Statutes*, Registration of convicted felons, exemptions; penalties. The records provide the crime for which convicted; place of conviction; any sentence imposed; name; any aliases; address; and occupation.

RETENTION: Retain until obsolete, superseded, or administrative value is lost.

REGISTER OF SPECIAL DEPUTY SHERIFFS

Item #88

This record series documents the appointment of special deputy sheriffs as required by Section 30.09(4), *Florida Statutes*, Qualification of deputies; special deputies. The register indicates the terms and circumstances of each appointment. See also "PERSONNEL RECORDS: POLICE AUXILIARY/SPECIAL DEPUTY."

RETENTION: Retain until obsolete, superseded, or administrative value is lost.

REGISTRATIONS: BAIL BOND AGENTS

Item #15

This record series documents the registration of bail bond agents with the sheriff's office as required by Section 648.42, *Florida Statutes*, Registration of bail bond agents. The records include a copy of the license and a certified copy of the power of attorney filed with the Clerk of Court pursuant to Section 648.43, *Florida Statutes*, Power of attorney; approval by office; filing of copies; notification of transfer bond. The retention is for the law enforcement agency's copies, not the copies held by the Clerk of Court.

RETENTION: 3 fiscal years.

REGISTRATIONS: FIREARMS/WEAPONS

Item #49

This record series documents firearms and weapons owned by the law enforcement agency or documented under the provisions of Section 790.335(3), *Florida Statutes*, Prohibition of registration of firearms – Exceptions, such as weapons reported stolen or used in a crime.

RETENTION: Retain as long as the property it relates to or until termination of employment of officer/employee owning weapon.

*****LAW ENFORCEMENT RECORDS*****

SCHOOL GUARDIAN CERTIFICATION RECORDS

Item #228

This record series documents the certification by Sheriff's Office of school guardians who aid in the prevention or abatement of active assailant incidents on school premises. The records include documentation of guardian qualifications, training, certification, and inspection of school guardians and their weapons and equipment. Records created pursuant to Section 30.15, *Florida Statutes*, Powers, duties and obligations.

RETENTION: 5 anniversary years after certification no longer in effect or denied.

SEIZURE OF UNSTAMPED CIGARETTES REPORTS

Item #92

This record series consists of the law enforcement agency's copies of reports submitted to the Division of Alcoholic Beverages and Tobacco, Department of Business and Professional Regulation, pertaining to the seizure by law enforcement officers of any unstamped cigarette packages. Section 210.18(7), *Florida Statutes*, Penalties for tax evasion; reports by sheriffs, requires law enforcement officers to "promptly report such seizure to the division or its representative, together with a description of all such unstamped cigarettes seized, so that the state may be kept informed as to the size and magnitude of the illicit cigarette business."

RETENTION: 3 fiscal years.

SEXUAL OFFENDERS REGISTRATION RECORDS

Item #210

This record series documents registration by sexual offenders as required by Section 943.0435, *Florida Statutes*, Sexual offenders required to register with the department; penalty. Pursuant to this statute, sexual offenders must report to the sheriff's office in their county of residence; the sheriff's office takes a photograph, fingerprints, and identification information from the offender and forwards them to the Florida Department of Law Enforcement.

RETENTION: Retain until submission to Florida Department of Law Enforcement is confirmed.

SPECIAL EVENT OPERATIONAL ORDERS

Item #223

This record series consists of operational orders for officers working parades, foot races and other special events held on city or county property and streets. The records document such information as the type of event, the department's mission, participating agencies, event schedule, type of communication system to be used, traffic control, critical incident response information, fire and emergency medical services, execution timeline, officers and personnel involved, and the administration and logistics of services to be provided. Orders are only used for the duration of the event.

RETENTION: 4 anniversary years from date of event.

SPECIAL PROCESS SERVER APPOINTMENT RECORDS

Item #229

This record series documents the approval or disapproval of citizens to become special process servers for private companies. The series may include, but is not limited to, applications; fingerprint cards; local, state and federal criminal history; test scores; certificates; oath of office; correspondence; and administrative investigations.

RETENTION: 5 anniversary years after disapproval, termination, resignation or expiration of appointment.

SPECIAL WATCH RECORDS

Item #93

This record series documents special watch operations conducted on businesses, residences, or individuals. These records may include such information as the name, address and telephone number of the business or residence, summary information on the individual in question, and comments on why a special watch is necessary, such as a homeowner's scheduled absence. This series may also include daily bulletins and special requests that are read to the staff during roll call. See also "ALARM AND EMERGENCY CONTACT RECORDS" and "TRESPASS WARNING AUTHORIZATION FORMS."

RETENTION: Retain until special watch is canceled.

SPEED MEASURING DEVICE TEST/CALIBRATION RECORDS

Item #83

This record series documents the testing and calibration of speed detection equipment such as Doppler radar devices, visual average speed computer devices, speedometer devices, laser speed devices, and stop watches. The series includes such records as test certificates and calibration tests and logs. Pursuant to Rule 15B-2.009 through 15B-2.012, *Florida Administrative Code*, speed devices must be rechecked every six months and only the certificate from the most recent six-month period is necessary to establish the presumption of accuracy of the device in court under Section 316.1905, *Florida Statutes*, Electrical, mechanical, or other speed calculating devices; power of arrest; evidence.

RETENTION: 6 months after test certificate issued.

STATUS RECORDS: VEHICLES

Item #95

This record series tracks the status of vehicles assigned to each radio operator's channel. The records indicate the status of cars that are busy but not dispatched. These records are not used to dispatch cars on calls. These records may be part of a Computer Aided Dispatch (CAD) system. See also "COMPLAINT/INCIDENT REPORTS."

RETENTION: Retain until obsolete, superseded, or administrative value is lost.

SUBPOENA LOGS

Item #97

This record series consists of a detailed log of subpoenas served on law enforcement personnel.

RETENTION: Retain until obsolete, superseded, or administrative value is lost.

*****LAW ENFORCEMENT RECORDS*****

TELECOMMUNICATIONS TERMINAL LOGS

Item #98

This record series consists of a log documenting entries made by agency personnel into the telecommunications system, including daily activity and messages received or transmitted. See also "TELECOMMUNICATION MESSAGES: LAW ENFORCEMENT ACTIVITIES."

RETENTION: 1 anniversary year after transmittal.

TELECOMMUNICATION MESSAGES: LAW ENFORCEMENT ACTIVITIES

Item #99

This record series consists of telecommunications messages by police/sheriff's department and other law enforcement agencies nationwide used in the apprehension of criminals and exchange of police information. The series includes messages from and to the Florida Crime Information Center (FCIC), the National Crime Information Center (NCIC), and the Department of Highway Safety and Motor Vehicles (DHSMV). This series also includes messages between officers and deputies and any metadata associated with those messages. The information is used for investigations, traffic stops, calls for service and other law enforcement activities. The records may become part of a criminal intelligence record, criminal investigative record or some other record series. See also "TELECOMMUNICATIONS TERMINAL LOGS."

RETENTION: Retain until obsolete, superseded, or administrative value is lost.

TELEPHONE CALL LOGS

Item #100

This record series consists of a log documenting telephone calls received by dispatch within the law enforcement agency. This series does not include those records covered by *General Records Schedule GS1-SL for State and Local Government Agencies* under Item #292, "RADIO LOGS;" Item #377, "DISPATCH RECORDS: LOGS;" or Item #335, "COMMUNICATIONS AUDIO RECORDINGS."

RETENTION: 180 days after last entry.

TRAINING RECORDS: INSTRUCTOR

Item #105

This record series documents each course taught by the law enforcement agency. It may include the schedules, course material, and any development material. These records relate to in-service training programs provided pursuant to Section 943.175, *Florida Statutes*, Inservice training. See also "PERSONNEL RECORDS: POLICE AUXILIARY/SPECIAL DEPUTY" or applicable "PERSONNEL RECORDS" item in *General Records Schedule GS1-SL for State and Local Government Agencies*.

RETENTION: 2 anniversary years after training.

TRESPASS WARNING AUTHORIZATION FORMS

Item #106

This record series documents agreements between law enforcement agencies and property owners to issue trespass warnings. See also "SPECIAL WATCH RECORDS" and "WARNING TICKETS."

RETENTION: Retain until obsolete, superseded, or administrative value is lost.

UNIFORM CLOTHING RECORDS

Item #108

This record series documents uniform items issued to law enforcement personnel. These records can also be used to authorize issuance of specified items by an authorized vendor.

RETENTION: 1 fiscal year after items returned or determination that return is not possible.

UNIFORM CRIME REPORTS (UCR)

Item #109

This record series consists of reports from law enforcement agencies to the Florida Department of Law Enforcement pursuant to Section 943.05, *Florida Statutes*, Criminal Justice Information Program; duties; crime reports, and Rule 11C-4.008, *Florida Administrative Code*, Uniform Crime Reports Guide Manual. Reports include both offense and arrest crime data relating to murder, manslaughter, forcible sex, robbery, aggravated assault, burglary, larceny, motor vehicle theft, arson, simple assault, domestic violence offenses, property stolen and recovered, motor vehicle recovery, homicides, and law enforcement officer injuries or deaths. This retention is for copies of reports held by the submitting agency, not those received and held by FDLE.

RETENTION: Retain until obsolete, superseded, or administrative value is lost.

VALIDATION RECORDS

Item #110

This record series documents the process of validating the accuracy of information submitted by law enforcement agencies to the Florida Crime Information Center (FCIC) database administered by the Florida Department of Law Enforcement.

RETENTION: 60 days after validation.

VEHICLE LOCATOR RECORDS

Item #211

This record series consists of records used to track the location of law enforcement vehicles. These records might reside in an automated system such as a Computer Aided Dispatch (CAD) system or in some other format. Since these records may relate to prosecution or disciplinary actions, agencies are responsible for ensuring that internal management policies are in place establishing criteria for which records should be retained beyond the minimum. These records may become part of a CRIMINAL INVESTIGATIVE RECORDS item.

RETENTION: 30 days.

*****LAW ENFORCEMENT RECORDS*****

VEHICLE PROCESSING LOGS

Item #112

This record series documents the processing of vehicles for evidence such as fingerprints and palm prints. The log may contain such information as vehicle processed; date and time of processing; and the name of the individual processing the vehicle. This information may also be found in the applicable CRIMINAL INVESTIGATIVE RECORDS item. See also "EVIDENCE PROCESSING RECORDS."

RETENTION: Retain until obsolete, superseded, or administrative value is lost.

VEHICLE PURSUIT RECORDS

Item #212

This record series documents law enforcement vehicle pursuit of suspects or violators. Information may include, but is not limited to, date of pursuit; officers involved in pursuit; location where pursuit began; location where pursuit ended; weather and traffic conditions; reason for pursuit; tactics used; and how and why pursuit was terminated. A pursuit record may become part of an applicable CRIMINAL INVESTIGATIVE RECORDS item.

RETENTION: 4 anniversary years.

VEHICLE RECORDS: INSPECTION CHECKLIST

Item #111

This record series consists of checklists used by law enforcement agencies to record the condition of vehicles and equipment. Inspections may be conducted at the beginning of each work shift or at other intervals determined by the agency.

RETENTION: Retain until obsolete, superseded, or administrative value is lost.

VEHICLE RECORDS: IMPOUNDED

Item #52

This record series documents the impoundment of vehicles, including ground, air, and water vehicles, by a law enforcement agency. Records include information relating to the vehicle such as name and address of owner; year, make, and model; color; vehicle identification number (VIN); tag number; condition; damage (if any); and an inventory of the contents. The records may also provide date, time, and location of impoundment; reason for impoundment (e.g., accident, abandoned, recovered stolen, or used in commission of a crime); name of wrecker service; and release information such as fees or charges incurred, name and address of individual to whom the vehicle was released, and release authorizations and conditions (if any) imposed. See also "NOTICES: REMOVAL OF ABANDONED OR JUNKED VEHICLE," "PROPERTY RECORDS: SEIZED/ABANDONED/FORFEITED," and "EVIDENCE PROCESSING RECORDS."

RETENTION: 5 fiscal years after disposition of vehicle.

VEHICLE RECORDS: TACHOMETER READING

Item #113

This record series consists of tachometer readings recorded to monitor the speed of law enforcement vehicles over a period of time. The records may also document use of lights and sirens.

RETENTION: 1 anniversary year.

VICTIM ASSISTANCE CASE FILES

Item #191

This record series documents the agency's efforts to provide assistance to crime victims pursuant to Chapter 960, *Florida Statutes*, Victim Assistance. These records may include copies of police reports, court documents, correspondence, social service support referrals, crime compensation applications, victim impact statements, restitution statements, and other supporting documentation.

RETENTION: 5 fiscal years after final action.

VIDEO/AUDIO RECORDINGS: BODY CAMERA

Item #224

This record series consists of recordings taken by a body camera as defined in Section 119.071(2)(l)1.a, *Florida Statutes*: "a portable electronic recording device that is worn on a law enforcement officer's body and that records audio and video data in the course of the officer performing his or her official duties and responsibilities." Since these recordings may play an integral part in prosecution or disciplinary actions, the agency is responsible for ensuring that internal management policies are in place establishing criteria for which images should be retained beyond the minimum. These records may become part of a criminal investigative record. Retention is pursuant to Section 119.071(2)(l)5, *Florida Statutes*, General exemptions from inspection or copying of public records. —Agency Investigations. See also "VIDEO/AUDIO RECORDINGS: PATROL UNITS."

RETENTION: 90 days.

VIDEO/AUDIO RECORDINGS: PATROL UNITS

Item #192

This record series consists of video recordings taken from a patrol vehicle (dash-cam videos) to document law enforcement activities of officers while on patrol. Since these recordings may play an integral part in prosecution or disciplinary actions, agencies are responsible for ensuring that internal management policies are in place establishing criteria for which images should be retained beyond the minimum. These records may become part of a criminal investigative record. See also "VIDEO/AUDIO RECORDINGS: BODY CAMERA."

RETENTION: 30 days.

*****LAW ENFORCEMENT RECORDS*****

VISITOR ACCESS RECORDS: PHYSICALLY SECURE LOCATION

Item #225

This record series consists of records documenting visitors' access to a physically secure location pursuant to the *Criminal Justice Information Services (CJIS) Security Policy*, Version 5.5, 06/01/2016 (CJISD-ITS-DOC-08140-5.5), regarding security of FBI Criminal Justice Information System (CJIS) hardware, software and media. Retention is based on *CJIS Security Policy* retention requirements for access privilege records and change logs and other related records. See also *General Records Schedule GS1-SL for State and Local Government Agencies*, Item #189, "ACCESS CONTROL RECORDS" and Item #54, "VISITOR/ENTRY LOGS."

RETENTION: 1 anniversary year after date of access.

WAIVER FORMS: RELEASE OF INFORMATION

Item #114

This record series consists of waivers submitted to law enforcement agencies by crime victims, witnesses, juveniles, and others authorizing agencies to release information regarding themselves. The waiver informs the individuals that they are waiving any public records exemption status provided for by Chapter 119, *Florida Statutes*, Public Records, or any other Florida statute or administrative rule. See also "LIABILITY WAIVERS."

RETENTION: 4 anniversary years.

WARNING TICKETS

Item #115

This record series consists of warning tickets issued by law enforcement agencies identifying the person warned and indicating the date and nature of the warning. A copy may also be filed with the applicable CRIMINAL INVESTIGATIVE RECORDS item. See also "CRIMINAL INVESTIGATIVE RECORDS" items, "FIELD INTERROGATION REPORTS," and "TRESPASS WARNING AUTHORIZATION FORMS."

RETENTION: Retain until obsolete, superseded, or administrative value is lost.

WARRANT CASE FILES

Item #117

This record series consists of case files on criminal warrants to be served on individuals. The series may include copies of the letter of transmittal, a copy of the warrant, and any other pertinent information related to the warrant. See also "ARREST WARRANTS/CAPIAS/ORDERS" and "WARRANT INDEX."

RETENTION: Retain until served or withdrawn.

WARRANT INDEX

Item #116

This record series consists of an alphabetical name index of warrants to be served. The series may include additional information regarding the warrants, such as date served. See also "ARREST WARRANTS/CAPIAS/ORDERS" and "WARRANT CASE FILES."

RETENTION: 1 anniversary year after served.

WEAPONS BUY BACK PROGRAM RECORDS

Item #193

This record series documents programs under which law enforcement agencies buy back weapons from citizens on a "no questions asked" basis. These records may include, but are not limited to, participant information; financial records; media or advertising materials; and collection logs specifying the serial number, make, and model of the weapon as well as the method and date of final destruction or other disposition. This series may also include any tests run on the weapons to identify participation in a crime.

RETENTION: 5 fiscal years.

WRECKER SERVICE RECORDS

Item #118

This record series documents the law enforcement agency's requests for wreckers to tow vehicles. The records provide such information as the date and time of request; zone or unit; wrecker service requested and by whom; wrecker service responding; whether wrecker called was by utilization of a rotation list or at the vehicle owner's request (to verify fairness in wrecker company usage if contested); and remarks. The series may also contain the wrecker rotation list, the wrecker company's towing and storage rates, and notification to the law enforcement agency when a vehicle is towed from private property in compliance with Section 715.07(2), *Florida Statutes*, Vehicles or vessels parked on private property; towing.

RETENTION: 1 fiscal year.

CORRECTIONAL/DETENTION FACILITY RECORDS

ACCREDITATION RECORDS: CORRECTIONAL FACILITY

Item #198

This record series consists of all materials and documentation used for the purpose of demonstrating compliance with the professional standards established by the Florida Corrections Accreditation Commission or American Correctional Association. The series may include, but is not limited to, general or special orders, rules and regulations, standard operating procedures, internal reports, forms, correspondence, tabulations, a formal written assessment statement of the agency's compliance or noncompliance, and subsequent follow-up reports. See also "ACCREDITATION RECORDS: LAW ENFORCEMENT AGENCY."

RETENTION: 3 anniversary years after accreditation.

BOOKING RECORDS

Item #16

This record series consists of information on all prisoners taken into custody and placed in jail as a result of a court action, awaiting bond or any other reason, regardless of age or nature of offense. The records may indicate the term to be served; the name and the pertinent facts of the prisoner; reason for being placed in jail; offense; scheduled date of release; method of release; and information gathered on arrested individuals soon after booking for classification purposes and consideration for release-on-recognizance or signature release. The series may include, but is not limited to, initial intake form; commitment to serve sentence form; a copy of the individual booking card; a copy of the criminal report affidavit; a copy of the individual's local, state, and national arrest record; an information release form if considered for release-on-recognizance; and a copy of the court order granting release-on-recognizance and signature release form. Information provided for each prisoner in these records may include, but is not limited to, physical and demographic information, personal and criminal history, booking number, charge(s), referrals, release-on-recognizance evaluation, arresting and booking officer, time and place of arrest, and probable cause summary. See also "ARREST RECORDS: OFFENDER INFORMATION," "COMMITMENT AND RELEASE LISTS," "INMATE INCARCERATION RECORDS," and "JAIL DOCKET BOOKS."

RETENTION: 1 anniversary year after released.

COMMITMENT AND RELEASE LISTS

Item #22

This record series lists individuals booked into and released from the booking facility during a 24-hour period. Information may include date, booking number, name, race, sex, age, charge, court, arresting officer, bond amount, how released, and date returnable. See also "BOOKING RECORDS."

RETENTION: 1 anniversary year after released.

HEADCOUNT RECORDS: INMATES

Item #51

This record series consists of daily lists of all inmates incarcerated in each correctional or detention facility and may include such information as date, name, race, sex, age, charge, cell location, prisoner counts, and signature of the employee performing the count.

RETENTION: 1 fiscal year.

INMATE COMMUNICATION RECORDS

Item #205

This record series documents communications to or from inmates such as telephone calls, emails or other forms of communication. Records may include, but are not limited to, telephone recordings, copies of mailings, copies of emails and other electronic communications, and information about the communications such as date, time, duration, phone number, email address, person contacted and related information. Since these records may relate to prosecution or disciplinary actions, agencies are responsible for ensuring that internal management policies are in place establishing criteria for which records should be retained beyond the minimum. These records may become part of a CRIMINAL INVESTIGATIVE RECORDS item.

RETENTION: 30 days.

INMATE FINANCIAL RECORDS

Item #175

This record series documents inmate purchases from the prison commissary/canteen as well as money and clothing received from the public for inmates. Records may provide date, receipt number, article received, money received, name of inmate receiving article/money, and name of officer accepting article/money.

RETENTION: 5 fiscal years.

INMATE INCARCERATION RECORDS

Item #53

This record series consists of records documenting the incarceration of each inmate in adult correctional/detention facilities. Records may include, but are not limited to, booking cards; verification letters; interview forms; psychological testing results; information release forms; contact sheets; school attendance reports; copies of commitment papers; copies of incident reports; disciplinary reports; correspondence and memoranda; personal property records; copies of pre-sentence investigation reports; receipts for inmate money and personal property taken for safekeeping upon being booked into the facility; receipts for money returned to the inmate upon release; and transfer orders verifying that property has been transferred with an inmate when he/she is transferred to or received from another institution. Records for inmates placed on work release programs may include work release rules, court orders placing subject on work release, fund disbursement forms, time cards, and progress reports.

See also "BOOKING RECORDS," "JAIL DOCKET BOOKS" and "PROPERTY RECORDS: SEIZED/ABANDONED/FORFEITED."

RETENTION: 1 anniversary year after release of prisoner.

INMATE TRANSPORTATION LISTS

Item #176

This record series consists of lists of inmates scheduled to be transported to arraignments, court appearances, work release, correctional facilities, medical institutions, doctor's offices, or other sites. The records may also indicate method of transportation and agency conducting the transportation.

RETENTION: Retain until obsolete, superseded, or administrative value is lost.

INSPECTION RECORDS: CORRECTIONAL/DETENTION FACILITIES

Item #57

This record series consists of inspection reports of correctional/detention facilities made by the Officer-in-Charge and/or prison inspectors and a copy of any official response made by the Officer-in-Charge. These reports are filed with the Department of Corrections as well as the Clerk of Court; however, this retention is for the copies of reports held by the submitting agency, not those received by Department of Corrections or the Clerk of Court. This series does not include Inspector General inspection reports, which are covered by *General Records Schedule GS1-SL for State and Local Government Agencies*, Item #351, "INVESTIGATIVE RECORDS: INSPECTOR GENERAL."

RETENTION: 3 anniversary years after report or official response.

INVENTORY REPORTS: MISSING ITEMS

Item #177

This record series consists of reports of missing items based on a review of the supply checklist and the existing inventory of items. The report may indicate items missing; the normal location of each item while in the cell block, on the commissary cart, or elsewhere in the facility; the time each item was discovered missing; and the names of inmates who visited those locations during that time period. See also "SUPPLY CHECKLIST."

RETENTION: Retain until item is accounted for or declared lost.

JAIL DOCKET BOOKS

Item #61

This record series provides summary information on all prisoners who have been incarcerated in the facility. The records may include such information as name, sex, inmate number, type of offense, and the arresting officer's name. See also "BOOKING RECORDS" and "INMATE INCARCERATION RECORDS."

RETENTION: Permanent.

MARCHMAN ACT RECORDS

Item #179

This record series consists of records created in the implementation of the Hal S. Marchman Act pursuant to Chapter 397, *Florida Statutes*, Substance Abuse Services. Under the Marchman Act, a person who is substance abuse impaired and is incapable of making a rational decision about their need for treatment, and/or poses an immediate danger to themselves or others, may be placed in protective custody. The records may include an inmate jail record, duplicates of court records, transportation information, intoxilyzer results, Marchman Act form(s), notices to local service providers and to a minor's guardian, and written reports detailing the circumstances under which the person was taken into custody.

RETENTION: 2 anniversary years after report.

MEAL RECORDS

Item #68

This record series documents the food served to inmates of a correctional or detention facility. The records indicate which prisoners received meals and any special meals given for dietary, religious or cultural reasons.

RETENTION: 1 calendar year.

SUICIDE WATCH RECORDS

Item #189

This record series documents a correctional or detention facility's special watch on potentially suicidal inmates. The records may indicate who was on watch, the time of shift change, changes in the emotional state of the inmate(s), and precautions taken.

RETENTION: 4 anniversary years.

SUPPLY CHECKLIST

Item #63

This record series consists of an inventory of all items that may be stolen by an inmate, including kitchen, industrial, and medical supplies; library materials; and commissary goods. The inventory is kept current to verify the whereabouts of all items. This series does not apply to the property records or supply warehouse inventories described in *General Records Schedule GS1-SL for State and Local Government Agencies*, Item #40, "INVENTORY: AGENCY PROPERTY." See also "INVENTORY REPORTS: MISSING ITEMS."

RETENTION: Retain until obsolete, superseded, or administrative value is lost.

DISTRICT MEDICAL EXAMINER RECORDS

AUTOPSY AND DEATH SCENE VIDEO RECORDINGS

Item #187

This record series consists of video recordings of the death scene and/or autopsy made by a medical examiner, investigator, or other party for use in determining the cause of death. See also "AUTOPSY AUDIO RECORDINGS."

RETENTION: Retain as long as related case file.

AUTOPSY AUDIO RECORDINGS

Item #152

This record series consists of audio recordings of autopsies conducted by the medical examiner, investigator, or other party. The recordings include the physician's verbal description of the body or specimen and his/her activities and observations during the dissection, such as bruises; swellings; scars; condition of internal organs; type of wounds; and the age, gender, and race of the deceased. These recordings are then transcribed and the transcriptions become part of the medical examiner's case file; recordings that are not transcribed must be retained as long as the related case file. See also "AUTOPSY AND DEATH SCENE VIDEO RECORDINGS."

RETENTION: Retain until verbatim transcription verified; if no transcription, retain as long as related case file.

BURIAL TRANSIT PERMIT LOG

Item #156

This record series consists of a log of permit numbers of Burial Transit Permits (Department of Health: DH Form 326, Aug. 97) issued pursuant to Section 382.006, *Florida Statutes*, Burial-transit permit, and Rule 64V-1.011, *Florida Administrative Code*, Burial-Transit Permit to Be Issued. These permits are completed by the medical examiner when acting as direct disposer. This log enables the medical examiner to track the number of permits applied for and the last permit number assigned.

RETENTION: 1 anniversary year.

DISASTER VICTIM CASE FILES: UNMATCHED

Item #165

This record series consists of information on alleged victims of a disaster. The file may contain statements from relatives and co-workers, photos of the victim when alive, medical records, and x-rays. All information is gathered in an effort to identify the victim's remains as discovered. These records do not document human remains found at the disaster site; rather, they document the life and physical characteristics of alleged victims. **If the alleged victim's information is matched to human remains found at the disaster site, these records become part of the medical examiner's case file.**

RETENTION: Retain until ruled out as a victim.

DOCK LOG: BODIES

Item #167

This record series consists of a log of bodies received at and departing from the medical examiner's office. These logs may include a unique identifying number, date and time of arrival, delivery agent, name of deceased if known, date and time of departure, and to whom the body was released. This retention period is based on the Statute of Limitations for negligence, Section 95.11, *Florida Statutes*.

RETENTION: 4 anniversary years after release of body.

EVIDENCE RECORDS: STAINED SECTIONS/EMBEDDED TISSUES/SPECIMENS

Item #169

This record series documents the collection, processing and testing of stained sections, paraffin tissue blocks, first cut glass tissue slides, and other specimens utilized as physical evidence in an investigation by the medical examiner's office. These records provide such information as where a sample was collected, by whom, the procedure utilized to test the sample, storage conditions, the name and address of other laboratories that tested the sample, and all associated raw data. Records of laboratory results are scheduled as part of the applicable Medical Examiner Case Files item. **NOTE: The actual tissue samples/specimens themselves are not public records and therefore not covered by records retention schedules; see Rule 11G-2.004, Florida Administrative Code, Physical Evidence, Body Parts, Specimens.**

RETENTION: Retain as long as the related Medical Examiner Case File.

MEDICAL EXAMINER CASE FILES: CREMATION INVESTIGATION, BURIAL-AT-SEA, ANATOMICAL DISSECTION, AND NO JURISDICTION INVESTIGATION

Item #180

This record series consists of records generated by referrals made to the medical examiner for which NO further investigation is required by Section 406.11, *Florida Statutes*, Examinations, investigations, and autopsies. These files may contain file notes related to brief inquiries required to determine jurisdiction or to obtain medical history, and duplicate copies of death certificates prepared by attending physicians. This record series does not contain autopsy records.

RETENTION: 4 anniversary years after referral and investigation.

*****DISTRICT MEDICAL EXAMINER RECORDS*****

MEDICAL EXAMINER CASE FILES: IDENTIFIED

Item #181

This record series consists of the district medical examiner's case files documenting death investigations undertaken pursuant to Section 406.11(1)(a), *Florida Statutes*, Examinations, investigations, and autopsies, for which the identity of the decedent **HAS** been ascertained. The case file is required by Rule 11G-2.005, *Florida Administrative Code*, Records, Autopsy Report, as part of the office's official records. In general, these investigations, whether including autopsy, external inspection, or inquiry without view of the body, are distinguished by the fact that the death certificates were prepared and signed by the medical examiner. The case file may contain a record of all investigations including the findings, radiographs, opinions, laboratory test results, photographs, autopsy reports, inspection reports, and case notes.

RETENTION: 30 anniversary years.

MEDICAL EXAMINER CASE FILES: UNIDENTIFIED

Item #182

This record series consists of the district medical examiner's case files documenting death investigations undertaken pursuant to Section 406.11(1)(a), *Florida Statutes*, Examinations, investigations, and autopsies, for which the identity of the decedent has **NOT** been ascertained. The case file is required by Rule 11G-2.005, *Florida Administrative Code*, Records, Autopsy Report, as part of the office's official records. In general, these investigations, whether including autopsy, external inspection, or inquiry without view of the body, are distinguished by the fact that the death certificates were prepared and signed by the medical examiner. The case file may contain a record of all investigations including the findings, radiographs, opinions, laboratory test results, photographs, autopsy reports, inspection reports, and case notes.

RETENTION: Retain until identified, then reclassify file as "MEDICAL EXAMINER CASE FILES: IDENTIFIED."

MEDICAL EXAMINER RECORDS: AUTOPSY SUPPORTING DOCUMENTS

Item #183

This record series consists of copies of hospital, nursing home, ambulance, or police homicide records used as reference materials for medical examiner investigations. These records, or portions of them, are used as factual foundation in concert with autopsy findings in the formation of cause-of-death opinions. Some medical examiners may produce a brief summary of the deceased's medical history abstracted from these records. Those summary reports will be included within the applicable Medical Examiner Case Files item and will take that retention period.

RETENTION: Retain until obsolete, superseded, or administrative value is lost.

RESEARCH AND STUDY RECORDS

Item #186

This record series consists of materials compiled in the process of researching particular issues of interest and concern to medical examiners. Records may include, but are not limited to, copies of various medical examiner case files, criminal evidence that is no longer needed for prosecution, news reports, published scientific articles, and findings and conclusions on a particular manner or method of death. The research or study results may be published at a later date. ***This record series may have archival value.***

RETENTION: Retain until obsolete, superseded, or administrative value is lost.

SKELETON INVENTORY RECORDS

Item #188

This record series consists of inventory control records and analyses documenting all skeletal remains brought to the medical examiner's office. These records are utilized in maintaining control over the bones currently in storage.

RETENTION: Retain as long as the related Medical Examiner Case File.

TOE TAGS

Item #190

This record series consists of the duplicate toe tags placed on a body by the medical examiner's office for internal monitoring purposes. The tag may bear identifying numbers and other information for processing purposes.

RETENTION: Retain until obsolete, superseded, or administrative value is lost.

STATE ATTORNEYS

STATE ATTORNEY CASE FILES: CIVIL AND CRIMINAL

Item #230

This record series consists of civil and criminal case files **held by the State Attorney's Office** involving juveniles and adults. The series may include, but is not limited to, copies of police and Sheriff's reports, motions, affidavits, witnesses' statements, criminal records of defendants and other supporting documents relative to the case or complaint. The series also includes working papers, notes and papers developed by prosecuting attorneys and used in preparing the case for prosecution. **This series does not apply to case files held by any other office than State Attorneys.**

RETENTION: 1 anniversary year after disposition of case.

STATE ATTORNEY CASE FILES: JUVENILE - NO PETITION

Item #231

This record series consists of juvenile case files **held by the State Attorney's Office** where no petitions were filed and no criminal action resulted. The series may include, but is not limited to, copies of police or sheriff reports, witness statements, youth services records and other supporting documentation. **This series does not apply to case files held by any other office than State Attorneys.**

RETENTION: 180 days after determined no petition will be filed.

CROSS-REFERENCE

- ABANDONED/JUNKED VEHICLE NOTICES
use NOTICES: REMOVAL OF ABANDONED OR JUNKED VEHICLE
- ACCIDENT REPORT FORMS: MOTOR VEHICLE
use ACCIDENT REPORT FORMS: MOTOR VEHICLE
or ACCIDENT REPORT SHORT FORMS: MOTOR VEHICLE (Dated 2010-2012)
- ACTIVITY LOGS: DETENTION FACILITY
use ACTIVITY LOGS
- ANNUAL REPORT TO THE BOARD OF COUNTY COMMISSIONERS
use *General Records Schedule GS1-SL for State and Local Government Agencies*, Item #380, ANNUAL REPORT TO THE BOARD OF COUNTY COMMISSIONERS
- ASSIGNMENT ORDERS: SHIFT ASSIGNMENT
use *General Records Schedule GS1-SL for State and Local Government Agencies*, Item #289, WORK SCHEDULES
- AUTOPSY RECORDINGS (AUDIO/VIDEO)
use AUTOPSY AND DEATH SCENE VIDEO RECORDINGS
or AUTOPSY AUDIO RECORDINGS
- BAIL BOND AGENTS: REGISTRATION
use REGISTRATIONS: BAIL BOND AGENTS
- BAKER ACT INCIDENT REPORTS
use COMPLAINT/INCIDENT REPORTS
- BODY CAMERA VIDEOS
use VIDEO/AUDIO RECORDINGS: BODY CAMERA
- BOLO (BE ON THE LOOKOUT) FORMS
use BE ON THE LOOKOUT (BOLO) RECORDS
- BRADY BILL RECORDS: CERTIFICATION LETTERS
use MULTIPLE WEAPONS SALES REPORTS DESTRUCTION CERTIFICATION LETTERS
- BRADY BILL REPORTS: MULTIPLE WEAPONS SALES
use MULTIPLE WEAPONS SALES REPORTS
- CASE REPORTS
use COMPLAINT/INCIDENT REPORTS
or applicable CRIMINAL INVESTIGATIVE RECORDS item
- CIVIL INDEXES
use CIVIL PROCESS/RETURN RECORDS
- CIVIL RETURNS
use CIVIL PROCESS/RETURN RECORDS
- COMMUNICATIONS TAPE RECORDINGS
use *General Records Schedule GS1-SL for State and Local Government Agencies*, Item #335, COMMUNICATIONS AUDIO RECORDINGS
- CRIMINAL INVESTIGATIVE RECORDS: DUI-DUBAL (FELONY/MISDEMEANOR)
use other applicable CRIMINAL INVESTIGATIVE RECORDS item(s)
- CRIMINAL INVESTIGATIVE RECORDS: ELDER ABUSE OR NEGLECT
use CRIMINAL INVESTIGATIVE RECORDS: ELDERS/DISABLED ADULTS ABUSE, NEGLECT, OR EXPLOITATION

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CROSS-REFERENCE

CRIMINAL INVESTIGATIVE RECORDS: MEDICAID PROVIDER FRAUD
use CRIMINAL INVESTIGATIVE RECORDS: FRAUD

CRIMINAL INVESTIGATIVE RECORDS: POLLUTION CONTROL
use other applicable CRIMINAL INVESTIGATIVE RECORDS item(s)

CRIMINAL INVESTIGATIVE RECORDS: SECURITY & INVESTMENT FRAUD
use CRIMINAL INVESTIGATIVE RECORDS: FRAUD

DASH-CAM VIDEOS
use VIDEO/AUDIO RECORDINGS: PATROL UNITS

DISPOSITION REPORTS: COUNTY CORRECTIONAL FACILITY
use DISPOSITION REPORTS

EMPLOYEE IDENTIFICATION RECORDS
use *General Records Schedule GS1-SL for State and Local Government Agencies*, PERSONNEL RECORDS items or
Item #189, ACCESS CONTROL RECORDS

EXPLORER PROGRAM/POLICE RECORDS
use Police Explorers Records

FELON REGISTER
use REGISTER OF FELONS

FINE AND FORFEITURE RECEIPT RECORDS
use *General Records Schedule GS1-SL for State and Local Government Agencies*, Item #435, FINANCIAL
TRANSACTION RECORDS: DETAIL

FINE/ESTREATED BOND REPORTS
use *General Records Schedule GS1-SL for State and Local Government Agencies*, Item #435, FINANCIAL
TRANSACTION RECORDS: DETAIL

FIREARMS: REGISTRATION
use REGISTRATIONS: FIREARMS/WEAPONS

FIRST CONTACT POLICE REPORTS
use COMPLAINT/INCIDENT REPORTS
or applicable CRIMINAL INVESTIGATIVE RECORDS item

GUNSHOT WOUND REPORTS
use GUNSHOT WOUND/LIFE-THREATENING INJURY REPORTS

LEGAL/PRIVILEGED MAIL LOGS
use INMATE INCARCERATION RECORDS

LEVELS OF RESISTANCE REPORTS
use PHYSICAL FORCE RECORDS

MAIL LOGS: LEGAL/PRIVILEGED MAIL
use INMATE INCARCERATION RECORDS

MEDICAL RECORDS: INMATE
use *General Records Schedule GS4 for Public Hospitals, Health Care Facilities and Medical Providers*, Item #80,
PATIENT MEDICAL RECORDS

MODUS OPERANDI RECORDS
use CRIME ANALYSIS RECORDS

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CROSS-REFERENCE

NOTIFICATION OF FOREIGN CONSULATE RECORDS

use item to which notification relates, e.g., the applicable CRIMINAL INVESTIGATIVE RECORDS item, ACCIDENT RECORDS, etc.

OFFENSE/INCIDENT REPORTS

use COMPLAINT/INCIDENT REPORTS
or applicable CRIMINAL INVESTIGATIVE RECORDS item

PARKING VIOLATION RECORDS

use CITATIONS
or applicable CODE VIOLATION RECORDS item(s) from *General Records Schedule GS1-SL for State and Local Government Agencies*

POLYGRAPH RECORDS

use POLYGRAPH RECORDS: HIRING
or POLYGRAPH RECORDS: INVESTIGATIVE

PROPERTY RECORDS: CONFISCATED

use PROPERTY RECORDS: SEIZED/ABANDONED/FORFEITED

RADAR CALIBRATION RECORDS

use SPEED MEASURING DEVICE TEST/CALIBRATION RECORDS

RADIO LOGS

use *General Records Schedule GS1-SL for State and Local Government Agencies*, Item #292, RADIO LOGS

RAP SHEETS

use CRIMINAL HISTORY SUMMARY RECORDS/RAP SHEETS

REGISTRATIONS: BONDSMAN

use REGISTRATIONS: BAIL BOND AGENTS

REQUISITION OF THE SHERIFF

use *General Records Schedule GS1-SL for State and Local Government Agencies*, Item #88, BUDGET RECORDS, SUPPORTING DOCUMENTS

SCENE VIDEOS

use AUTOPSY AND DEATH SCENE VIDEO RECORDINGS

SEXUAL PREDATOR NOTICES

use NOTICES: SEXUAL PREDATOR

SPECIAL DEPUTY SHERIFFS: REGISTER

use REGISTER OF SPECIAL DEPUTY SHERIFFS

TAG READER RECORDS

use LICENSE PLATE RECOGNITION RECORDS

TRAFFIC HOMICIDE RECORDS

use applicable CRIMINAL INVESTIGATIVE RECORDS item

TRAINING RECORDS: PERSONNEL

use PERSONNEL RECORDS: POLICE AUXILIARY/SPECIAL DEPUTY or *General Records Schedule GS1-SL for State and Local Government Agencies*, applicable PERSONNEL RECORDS item

USE OF FORCE RECORDS

use PHYSICAL FORCE RECORDS

VEHICLE RECORDS: CHECKLIST

use VEHICLE RECORDS: INSPECTION CHECKLIST

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*****CROSS-REFERENCE*****

VIDEO PEN VIDEOS

use VIDEO/AUDIO RECORDINGS: BODY CAMERA

VIDEO RECORDINGS: PATROL UNITS

use VIDEO/AUDIO RECORDINGS: PATROL UNITS

VIDEO TAPE RECORDINGS: PATROL UNIT

use VIDEO/AUDIO RECORDINGS: PATROL UNITS

WARRANT CARD FILES

use WARRANT INDEX

WARRANT CASE FILES: OUTSTANDING

use WARRANT CASE FILES

WIRETAPPING RECORDS

use INTERCEPTED COMMUNICATIONS RECORDS

WOUND REPORTS

use GUNSHOT WOUND/LIFE-THREATENING INJURY REPORTS

911 RECORDS: LOGS

use *General Records Schedule GS1-SL for State and Local Government Agencies*, Item #377, DISPATCH RECORDS:
LOGS

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ALPHABETICAL LISTING

ACCIDENT RECORDS: MOTOR VEHICLE	Item #196
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ACCIDENT REPORT FORMS: MOTOR VEHICLE	Item #218
ACCIDENT REPORT SHORT FORMS: MOTOR VEHICLE (Dated 2010-2012)	Item #213
ACCREDITATION RECORDS: CORRECTIONAL FACILITY	Item #198
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CONFIDENTIAL INFORMANT FILES	Item #199
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CONFISCATED INTOXICATING BEVERAGE RECORDS: SALE PROHIBITED	Item #123
CONFISCATED INTOXICATING BEVERAGE REPORTS: ILLICIT LIQUOR	Item #26
CRIME ANALYSIS RECORDS	Item #70
CRIMINAL HISTORY DISSEMINATION RECORDS: FCIC/NCIC	Item #42
CRIMINAL HISTORY SUMMARY RECORDS/RAP SHEETS	Item #85
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CRIMINAL INVESTIGATIVE RECORDS: DEGREE OF CRIME UNKNOWN/NO CHARGES FILED	Item #129
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