

RECORDS RETENTION SCHEDULE

LG6

Police Department Records

September 1994
(Reissued June 1999)
(Reissued May 2004)
(Reissued March 2008)
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(Amended March 2010)
(Amended November 2010)
(Amended September 2013)
(Amended May 2016)
(Amended August 2016)

Office of the Secretary of State
Rhode Island State Archives & Public Records Administration
Rhode Island Local Government Records Program
337 Westminister Street
Providence, Rhode Island 02903

Records Retention Schedule LG6

Police Department Records

This Records Retention Schedule has been developed by the Rhode Island Local Government Records Program of the State Archives in an effort to assist government officials in the proper management of public records.

The schedule consists of eighty-four (84) separate sets of records, or series, recognized as those records generated by the municipal police departments. Included in each entry is a series number, records series title and description, and a retention period. For example,

<u>Series No.</u>	<u>Series Title & Description</u>	<u>Retention Period</u>
LG6.3.1	Assignment Log/Schedule Daily roster for work/shift. May include officers' names, beats, car numbers, equipment, activities or duties assigned to each officer.	Retain three (3) years.

The retention periods set forth in this document are minimum periods and are the result of analysis on the part of the State Archives concerning the legal, fiscal, administrative, and historical value of the records. Because many retention periods are based on state and federal statute and regulation, updates to this schedule may be issued to incorporate any changes.

Proper procedures for the destruction of public records must be adhered to. Records that are eligible for destruction can only be legally destroyed with an approved "Certificate of Records Destruction" (§38-1-10, §38-3-6 (j), and §42-8.1-10). A Certification of Records Destruction form and instructions are included with this schedule. State Archives staff members are always available to answer questions you might have regarding any records issues.

Local government officials should also consult with the municipal solicitor to determine if any records eligible for destruction may be involved in current, pending or anticipated litigation, any government investigation or regulatory proceeding, or request under the Access to Public Records Act (RIGL §38-2).

Office of the Secretary of State
Rhode Island State Archives and Public Records Administration
Rhode Island Local Government Records Program
337 Westminster Street
Providence, Rhode Island 02903
401-222-2353

**State of Rhode Island and Providence Plantations
Rhode Island State Archives & Public Records Administration**

CERTIFICATION OF RECORDS DESTRUCTION

1. Department			
2. Division		3. Date	
In accordance with the Authority granted by Title 38 of the Rhode Island General Laws these records have met the legal retention requirements and are eligible for destruction.			
4. Record Series Number (from schedule)	5. Record Series Title	6. Dates to/from	7. Volume
8. I certify that I have reviewed the above listed records and authorize their destruction. Dept. Head or Records Custodian _____ State Archivist _____ & Public Records Administrator _____			

Signed and executed Certificate is a permanent record. (§42-8.1-10)

Certification of Records Destruction

Instructions for completing the form. Numbers below correspond with blocks on the Certification of Records Destruction form, a copy of which is provided on the previous page. The form may be reproduced.

1. Department - means any state or local government entity. Include the name of your city or town.
2. Division - means any sub-unit of any department.
3. Date - the date your department prepared the form.
4. Record Series Number - enter the exact series number. Each series listed on retention schedules has a unique identifying number. Series numbers are preceded by the letters LG on municipal schedules and on General Schedules by the letters GS.
5. Record Series Title - enter the exact record series title, as listed on the retention schedule. Each series title should correspond to the one cited in the schedule. If your department uses different titles than those found in the schedules, you may want to add the local title in square brackets [] under each entry on the form.
Note: Using the precise record series number and title will expedite the approval process.
6. Dates to/from - enter the earliest and latest dates covered by the records proposed for destruction. In most cases just the year will suffice.
Note: For purposes of calculating retention, do not count the year in which the records were created. If the retention period of a particular series is qualified by wording such as "audit plus one year" or "three years after expiration," the date of the completed audit or the year of expiration needs to be also noted.
7. Volume - enter the volume of records to be destroyed. Volume is most easily measured by the number of inches or linear feet of records, although cubic foot measurements give a more accurate figure. A table of volumes and a cubic foot equivalency formula are provided below.
8. Department Head or Records Custodian - signature of the local official authorized to request records destruction.

Send the completed form to the Rhode Island State Archives. The Certificate will be reviewed, countersigned by the State Archivist/Public Records Administrator, and then returned. Upon receipt the records may legally be destroyed. The signed and executed Certification of Records Destruction must be retained as a permanent record under RIGL §42-8.1-10.

Table of Volumes

standard records storage box (15" x 12" x 10")	1.2 cubic foot
letter size file drawer	1.5 cubic feet
legal size file drawer	2 cubic feet
lateral file drawer	2.5 cubic feet

Cubic Foot Equivalency Formula

$$\frac{L \times W \times H \text{ (inches)}}{1728} = \text{cubic feet/unit}$$

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Record Series No.	Record Series Title and Description	Retention
<u>Operations</u>		
LG6.1	Complaint	
LG6.1.1	Complaint Cards Record of calls to police. Includes information on reporting party, location and nature of incident, time and dispatch information, and disposition.	Record copy may form part of other series; if not, retain five (5) years.
LG6.1.2	Complaint Report Files Records complaint, report, and follow-up of incident. May include complaint report card, incident, accident, misdemeanor, felony, fraudulent check, missing person, domestic violence, supplemental, or other reports, consent to search, witness and Miranda rights statements, property records, arrest, court, processing, and disposition documents, and copies of records from arrest files. (a) Criminal incidents. (b) Non-criminal incidents. (c) Motor vehicle accidents. • if not covered under other categories. (d) Accidental or unexplained death. (e) Missing persons, unsolved.	The following retention periods apply unless a case is in litigation: Retain until expiration of statute of limitations. Retain three (3) years. Retain three (3) years. Permanent Permanent
LG6.1.3	Index to Complaints Name and information on complainant, victim, location, nature of incident, and complaint report reference number. May include date, time, and dispatch details.	Purge with related Complaint Report Files, when obsolete, or administrative value is lost.
LG6.1.4	Field Interrogation Cards Name and identifying information on persons questioned in the field, location, comments and disposition. May include data on vehicle, NCIC checks. Used for informational and analysis purposes.	Retain five (5) years.

Police Department Records Retention Schedule

Record Series No.	Record Series Title and Description	Retention
LG6.1.5	Administrative Card/Log Slips Records time taken in additional activities and actions of officers such as court appearances, education, talks, assisting another officer, overtime.	Retain three (3) years.
LG6.1.6	Daily Log/Day Sheet Compilation of complaints, time received, verification, officer number, unit sent, location of call, beat/tab, and summary. May include weather, names of staff off duty and type of leave, prisoners, and other data.	Retain five (5) years.
LG6.1.7	Daily Bulletin Twenty-four hour highlight of activity of a criminal or informational nature. May include date, time, location, beat/tab, MO/suspect or other information, amount of property loss, and complaint number.	Retain one (1) year.
LG6.1.8 (New series added 5/2016)	Protective orders Protective orders are filed with the local police departments pursuant to RIGL §15-15, 8-8.1 and 15-5 and include restraining orders, no contact orders and temporary orders.	Retain one (1) year (RIGL §15-5-19.1) from expiration. <i>Note: Original records of restraining orders are kept by the issuing court and are filed with the Office of the Attorney General relative to RIGL § 12-29-8.1 Restraining order no-contact order system (R.O.N.C.O.)</i>
LG6.2	Dispatch	
LG6.2.1	Radio/Dispatch Log Records date, time, address, type of call, officer/car number.	Retain three (3) years.
LG6.2.2	Dispatch Tapes Audio tapes of calls received and dispatch instructions.	Retain thirty (30) days before re-use.

Police Department Records Retention Schedule

Record Series No.	Record Series Title and Description	Retention
LG6.2.3	Dispatch Tape Control Log Records tape number, date/time started, dispatcher number, and comments.	Retain three (3) years.
LG6.2.4	Towed Vehicle Log Records for each vehicle, date and time, vehicle information, officer, locations towed from and to, complaint number, and release information.	Retain one (1) year after all releases recorded.
LG6.2.5	Vehicle Survey Reports Completed report that allows the police department to take possession of an abandoned motor vehicle as per RIGL § 31-42-2. May include attached supporting documentation such as copies of notices to registered owners (s) and lien-holders (s), receipts of registered mail/return receipt requested, undeliverable mail and copies of newspaper notices (RIGL § 31-42-3).	Retain three (3) years after disposition of vehicle and completion of all applicable audits.
LG6.3	Patrol	
LG6.3.1	Assignment Log/Schedule Daily roster for work/shift. May include officers' names, beats, car numbers, equipment, activities or duties assigned to each officer.	Retain three (3) years.
LG6.3.2	Vehicle Inspection Sheets Records car number, mileage, date and time in/out, checklist for vehicle and equipment inspection.	Retain two (2) years.
LG6.3.3	Officer/Cruiser Report Log Records officer's daily activity. May include for each response, times, complaint information, and statistical and other summaries.	Retain three (3) years.

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Record Series No.	Record Series Title and Description	Retention
LG6.3.4	<p>Accident Listings Listing of motor vehicle accidents. May include complaint report number, date, time, verification code, location, operator(s) of vehicle(s), and registration number(s).</p>	<p>Retain until superseded, updated, or of no administrative value.</p>
LG6.3.5	<p>Operation C.A.T. Registrations Completed registration forms for the RI Operation C.A.T.- Combat Auto Theft program.</p>	<p>Retain one (1) year after program discontinued.</p>
LG6.4	Traffic	
LG6.4.1	<p>Summons Books Book or pad of summonses for violations relating to the operation, control, or maintenance of a motor vehicle. Also called citations, tags, or tickets.</p>	
	(a) Issued summonses (police record copy)	<p>Retain one (1) year after final disposition and audit. <i>In the absence of a final disposition, retain three (3) years. (Retention revised 9/9/2009)</i></p>
	(b) Summons book summary sheets (department copy)	<p>Retain three years.</p>
	(c) Summons book receipts (stubs)	<p>Retain one (1) year.</p>
	(d) Used summons books and spoiled/voided summonses	<p>Retain one (1) year.</p>
LG6.4.2	<p>Transmittal Lists List of summonses issued. Includes summons number, offenders name, officer's number, date, whether paid or hearing required.</p>	<p>Retain one (1) year.</p>
LG6.4.3	<p>Notices to Appear Notification for officers to appear at hearings.</p>	<p>Retain one (1) year.</p>

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Record Series No.	Record Series Title and Description	Retention
LG6.4.4	Parking Citations Citations for non-moving traffic violations.	Retain until successful audit plus one (1) year.
LG6.4.5	Cash Receipts Office copy of receipts for payments of fines.	Retain until successful audit plus one (1) year.
LG6.4.6 (Series added 9/2013)	Automated Traffic Violation Monitoring System Records Recordings made by traffic cameras for purposes of enforcement of red light traffic signals. May include logs created for the purposes of indexing events and documenting access to the recordings.	
	a) Traffic camera recordings/images that do not identify a violation	Destroy within ninety (90) days of the date the image was recorded, unless ordered by a court of competent jurisdiction (RIGL §31-41.2-8).
	Note: Certificate of Records Destruction not required.	
	b) Traffic camera recordings/images that identify a violation	Destroy within one (1) year after the citation is resolved by administrative payment, trial or other final disposition of the citation unless ordered by a court of competent jurisdiction (RIGL §31-41.2-8).
	c) Annual report submitted to the Department of Transportation pursuant to RIGL §31-41.2-9	Permanent.
	Note: For retention periods of records of Automated School Zone Speed Enforcements systems and School Bus Violation Detection Monitoring Systems see LG5.6.11 and LG5.6.12 in LG5 Public School Records.	

Police Department Records Retention Schedule

Record Series No.	Record Series Title and Description	Retention
LG6.5	Animal Control	
LG6.5.1	Animal Complaint Files Animal complaint process and records may be separate from regular complaint report files. Records may include complaint notification and report of action, description of animal and final disposition, notification to owners under municipal ordinances, certification of ownership and release of animal to the animal control officer.	Retain three (3) years.
LG6.5.2	Dog Licenses List of current dog licenses issued by the municipality. Record copy held by municipal clerk.	Retain until updated or superseded.
LG6.5.3	Animal Control Section Check Lists Inspection checklist may include vehicle, equipment, kennel/compound, and activities.	Retain two (2) years.
LG6.5.4	D.E.M./Animal Health Report Logs Logs recording date, animal identification, receiving and disposition information, name and address, and statistical summaries.	Retain five (5) years.
LG6.6	Vehicles and Equipment	
LG6.6.1	Vehicle Records Records relating to each vehicle owned by the police department. May include title, registration, inspection, maintenance, checklists, repair, and incident reports.	Retain one (1) year after disposal of vehicle and completion of successful audit.
LG6.6.2	Police Vehicle Accident Files Records relating to accidents which involved police vehicles. May include copies of complaint report files, photographs, diagrams, witness statements, repair estimates, medical reports, and disposition.	Retain three (3) years unless in litigation. Note: If minor involved, retain three years after minor reaches the age of eighteen (18) years.

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Record Series No.	Record Series Title and Description	Retention
LG6.6.3	Speedometer Calibration Records Test reports for vehicle speedometer calibration.	Retain two (2) years.
LG6.6.4	Radar Reports May include certification of calibration, routine radar check reports, and certification of accuracy for tuning forks.	Retain two years after equipment disposed of.
LG6.6.5	Borrowed Equipment Agreements For equipment borrowed may include person's name and address, description of equipment, date and time checked in and out, and signatures of officer and borrower.	Retain one (1) year.
LG6.7	Detectives/BCI	
LG6.7.1	Detectives Log Daily record logs detectives in/out and reports activity.	Retain three (3) years.
LG6.7.2	Investigations/Assignments Summary Records detectives' names and individual assignments. May include old and new cases, caseload, follow-ups, arrests, cases closed.	Retain three (3) years.
LG6.7.3	Investigation Case Files Detectives copy of cases under investigation. Contains copies from Complaint Report File LG6.1.2.	Retain until case closed or until the information is determined to be no longer of value.
LG6.7.4	Arrest Booking Log Records information on arrested persons which may include date of arrest, name, address, sex, date of birth, offence, complaint report number, arresting officer. May assign arrest booking number and include a section for recording the arrest of persons previously assigned arrest numbers.	Retain three years after last entry.

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Record Series No.	Record Series Title and Description	Retention
LG6.7.5	<p>Arrest Booking Card Information recorded may include name, arrest booking/BCI number, address, date of birth, sex, occupation, physical description, offence, complaint report and arrest booking numbers, and disposition of case. May act as index to arrest files.</p>	Purge with related Arrest File LG6.7.9.
LG6.7.6	<p>Finger Print Cards Finger prints of arrested persons.</p>	Purge with related Arrest File LG6.7.9.
LG6.7.7	<p>Mug Shots Photographs or slides of arrested persons.</p>	Purge with related Arrest File LG6.7.9.
LG6.7.8	<p>Mug Shot Index Acts as index to the photo files. Information may include name, date of birth, race, sex, photo reference and arrest booking number.</p>	Purge with related Arrest File LG6.7.9.
<p>LG6.7.9 (Amended 8/2016)</p>	<p>Arrest Files Cumulative information file for each adult arrested. May include processing reports, cover and face sheet, copies from complaint report files, investigation reports, witness statements, signed Miranda rights, property record, rap sheets, court, process, and disposition documents.</p> <p>Note: Official records of arrests maintained in the IMC or comparable systems may be maintained as electronic records per RIGL § 42-127.1-12 <u>Uniform Electronic Transaction Act</u>. Records created and maintained in electronic or any other formats must be preserved and accessible for the entire retention period as stated in this and other approved record schedules issued by the State Archives and Public Records Administration. Electronic records with a retention period of over ten (10) years require preservation strategies and polices designed to safeguard the integrity and trustworthiness of the records.</p> <p>Note: RIGL § 12-1-12 states that “any fingerprint, photograph, physical measurements, or other record of identification taken by or under the direction of the attorney general, the superintendent of the state</p>	Retain until person is known dead or presumed dead at age eighty-five (85).

Police Department Records Retention Schedule

Record Series No.	Record Series Title and Description	Retention
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police, the member or members of the police department of any city or town or any other officer authorized by this chapter to take them, of a person under arrest, prior to the final conviction of the person for the offense then charged, shall be destroyed by all offices or departments having the custody or possession within sixty (60) days after there has been an acquittal, dismissal, no true bill, no information, or the person has been otherwise exonerated from the offense with which he or she is charged."

Note: RIGL § 12-1-12.2. Sealing of arrest records for wrongful arrest due to mistaken identity or any other reason - Notification.

(2) "Destruction or sealing of records" means, and includes, any fingerprint, photograph, physical measurements, or other record of identification, heretofore or hereafter taken by, or under the direction of, the attorney general; the superintendent or his or her designees of state police; the member, or members, of the police department of any city or town; the enforcement division of the department of environmental management; the office of the state fire marshal; the capitol police; a law enforcement agency of the federal government; any agency, department, or bureau of the United States government that has as one of its functions the gathering of intelligence data; or any other officer authorized by this chapter to take them, of a person under arrest.

(b) Any law-enforcement agency, subsequent to the arrest of any person, that determines that such person was wrongfully or incorrectly arrested as a result of mistaken identity or any other reason, or wrongfully fingerprinted, photographed, or otherwise has generated any record of arrest for investigatory purposes and, as a result of such wrongful arrest, no charges have been filed in any court of this state, shall, within sixty (60) days of such determination that the arrest was wrongful or without probable cause, seal all such arrest records and destroy all identifying information and indices of arrest, including, but not limited to, photographs and fingerprints. DNA samples obtained from such person shall be handled in accordance with the provisions of chapter 1.5 of title 12, "DNA detection of sexual and

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Record Series No.	Record Series Title and Description	Retention
	<p>violent offenders" during, and related to, the investigation.</p> <p>(c) Any law-enforcement agency that arrests and reports such arrest to any other law-enforcement agency shall, within sixty (60) days of making the determination that the arrest was wrongful or without probable cause, also notify all other agencies to which it has transmitted such identifying information and including, but not limited to, the state's bureau of criminal identification (BCI), the National Crime Information Identity Center (NCIC), and/or any other state or federal agency that compiles, retains, or collects any arrest or identifying information of arrestees, that the arrest was wrongful and that any and all records transmitted or generated shall be sealed and/or destroyed as provided herein.</p>	

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Record Series No.	Record Series Title and Description	Retention
LG6.7.10	Evidence Journal Cumulative log of evidence taken into custody. Information recorded may include date, item(s), location/bin, names of complainant and arrested person, complaint report number, disposition and date.	Retain three (3) years after final disposition of all entries.
LG6.7.11	Property Record Individual record of property/evidence taken into custody. May include date, names, addresses, signatures, description, serial numbers, condition, whether property or evidence, location/bin, complaint report number, comments, and disposition.	Retain three (3) years after final disposition of property.
LG6.7.12	Evidence Examination Requests Requests for examination of evidence by FBI or RI State Crime Laboratory. May include names of suspect/victim, offense, complaint report number, description of evidence, examinations requested, and disposition.	Record copy kept as part of case file. Purge duplicates when evidence disposed of.
LG6.7.13	Confidential Informant Files Information recorded may include number assigned to informant, informant's and case officer's names, reference to origins of the contact, reports of information supplied by informant, and expenditure/payment records.	Retain seven (7) years after informant no longer active.
LG6.7.14	NCIC Inquiry Log Book Records each inquiry to NCIC or other law enforcement databases. May include date, time, name and date of birth, name of requester, authorization, reason, complaint report number, and operator's name/number.	Retain three (3) years after last entry.
LG6.7.15	Outstanding Warrants Lists or printouts of outstanding arrest warrants. May include name, date of birth, address, offense code, case number, warrant date, status, charging section.	Retain until updated, superseded, or of no administrative value.

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Record Series No.	Record Series Title and Description	Retention
LG6.7.16	<p>Precious Metals Reports Buyer/police/State Treasurer multi-part form reporting the sale of precious metals, gems, and jewelry. Includes buyer and seller information and description of goods.</p>	Retain one (1) year.
LG6.7.17	<p>Stolen Property Lists Received and internally produced lists and print-outs of lost, stolen, found, pledged, or pawned property.</p>	Retain until updated, superseded, or of no administrative value.
LG6.7.18	<p>Sex Offenders Register Form containing name, date of birth, address, household information, violation, BCI number, and signature. May include copy notice of duty to register and other notifications.</p>	<p>Retain until person is known dead or presumed dead at age eighty-five (85).</p> <p>Offense adjudicated by juvenile court - destroy records when person attains age twenty-five (25).</p>
<p>LG6.7.19 (Series added 1/2009)</p>	<p>Drug Asset Seizure and Forfeiture Records These records document transactions of monies relative to drug asset seizure and forfeiture proceeds and the financing of drug-related law enforcement activities pursuant to RIGL § 21-28-5.04. Includes reports submitted to the U.S. Justice Department such as equitable sharing agreements, and annual certification reports and annual reports to state General Treasurer, house and senate Judiciary committees and the local governmental body governing the agency. May include logs, bank statements, copies of deposit slips, copies of property record reports, receipts for assets received, copies of purchase orders, copies of declaration of forfeiture from the state Attorney General's office and correspondence.</p>	<p>(a) Accounting and related records documenting receipts and disbursements. Retain six (6) years after audit.</p>

Police Department Records Retention Schedule

Record Series No.	Record Series Title and Description	Retention
<p>LG6.7.19 (Continued)</p>	<p>(b) Reports to State and Federal agencies (not annual).</p> <p>(c) Annual reports.</p> <p>Note: RIGL § 21-28-5.04(ii) Funds received by a local law enforcement agency shall be maintained in a separate account by the local agency's city or town treasurer. For retention of these records, consult Municipal Finance Schedule LG2.</p>	<p>Retain five (5) years.</p> <p>Permanent.</p>
<p>LG6.7.20 (Series added 11/2010)</p>	<p>Expungement Notices File of court orders including first and final notifications from the court to the municipal police department ordering the expungement of particular arrest files and records. Includes information regarding case number, charges, and disposition of case.</p>	<p>Destroy with case/arrest files indicated in expungement order.</p>
<p>LG6.8</p>	<p>Juvenile</p>	
<p>LG6.8.1</p>	<p>Juvenile Detention Data Summary Records information on juveniles detained including identification or reference number, age, race, sex, reason for detention, area where held, dates and times of entering and leaving detention, and final disposition.</p>	<p>Retain one (1) year.</p>
<p>LG6.8.2</p>	<p>Juvenile Arrests Log Records information on juveniles arrested. May include date, name and address, date of birth, age, sex, agency referred to, offense, complaint report number, identification and arrest numbers.</p>	<p>Retain three (3) years after last entry.</p>
<p>LG6.8.3 (Retention revised 1/2009)</p>	<p>Juvenile Arrest Files Cumulative information file on each juvenile arrested. May include processing report, cover and face sheet, copies from complaint report files, investigation reports, property records, witness statements, signed Miranda rights, Family Court petitions, court, process, and disposition documents.</p>	<p>Retain seven (7) years after minor reaches the age of 18. Arrest records of minors charged with the commission of felonies shall be kept as long as the adult arrest files <i>(See LG 6.7.9 Arrest</i></p>

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Record Series No.	Record Series Title and Description	Retention
	<p>Note: Records must be kept separate and apart from adult arrest records.</p> <p><i>Current practice is to seal records at age eighteen (18).</i></p>	<p><i>Files – Retain until person is know dead or presumed dead at age 85).</i></p>
LG6.8.4	<p>Abused/Neglected Child Notification Reports from the Division of Child Protective Services of the Department of Children, Youth, and Families of suspected cases of child abuse or neglect. May include cover letter, investigative worker's observations/recommendations, and investigation summary.</p>	<p>Destroy three (3) years after date of final determination by family court or DCYF that abuse/neglect did <u>not</u> occur.</p>
LG6.9	Prosecution	
LG6.9.1	<p>Prosecution Case Files Individual case files prepared for purposes of prosecution. Includes copies from complaint report files, detectives' investigation case files, and arrest files.</p>	<p>Copy case disposition information to LG6.1.2 Complaint Report File after legal proceedings complete then destroy.</p>
LG6.9.2	<p>Court Calendar List of court appearances. May include date, judge, defendant's name, case number, offense, whether arraignment, pre-trial, or trial, attorney's name, and disposition.</p>	<p>Retain one (1) year.</p>
LG6.9.3	<p>Court Disposition Reports Listing of reported disposition or case status. May include case number and final disposition or statistical report tracking the number and status of cases for a given period.</p>	<p>Retain three (3) years.</p>
LG6.9.4	<p>Subpoenas Copies, retained by the department, of subpoenas delivered to individuals. Record notes time, place and date of delivery of original document. May be used for court appearances.</p>	<p>Retain seven (7) years.</p>

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Record Series No.	Record Series Title and Description	Retention
LG6.10	Licenses and Background Checks	
LG6.10.1	Licensed Premises Files Files on bars, social clubs, and liquor stores within a municipality. May include copies from complaint report files relating to incidents occurring at the premises, arrest/booking reports, court summons, hearing notifications, court decisions relating to alcoholic beverage licenses, suspension orders, memos, and correspondence.	Retain until obsolete or of no administrative value.
LG6.10.2	Licenses Register Register giving name, address, date of license, and expiration for licensed premises and persons. May include bowling alleys, victual...ing houses, peddlers and vendors, junk dealers/gatherers, liquor, taverns, pool and billiards, and shooting galleries.	Permanent
LG6.10.3	Licensing Files Application information, criminal background checks, or other documentation in connection with a state or local licensing/permit process. Examples include licenses for operating a business, second hand dealers, hawkers and peddlers, wrecking and salvage yards, private investigators, to sell or carry firearms, games of chance, and alcoholic beverages.	If Licensing Authority Firearms and alcoholic beverages - retain ten years after expiration. All others - retain three years after expiration. If <u>not</u> Licensing Authority Retain one year.

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Record Series No.	Record Series Title and Description	Retention
LG6.10.4	Criminal Background Check Files Criminal background checks done as a consequence of requests from employers or under state or local government requirements. Examples include school, day care, or nursing home employees.	Retain one (1) year. Destroy fingerprint cards for child care and educational services to very young children personnel upon conclusion of background check.
LG6.10.5	Applications to Purchase Firearms Duplicate copy of application to purchase firearms within the state.	Approved - destroy within 30 days. Denied - retain one year.
LG6.10.6	VIN Inspection Records Form TR5 used for the purpose of verifying vehicle identification numbers of vehicles purchased out of state. The Division of Motor Vehicles retains original completed copy once owner registers vehicle.	Retain municipal police department duplicate copy one (1) year.
LG6.11	Holding Facility	
LG6.11.1	Prisoners Personal Property Records Records personal property of each prisoner.	Retain three (3) years.
LG6.11.2	Meal Records/Food Receipts Records may include order, vendor, receipt, and purchase information.	Retain audit plus one (1) year.
LG6.11.3	Inspection Records May include schedules/check lists for inspection of security, health, and safety systems such as fire detection and suppression, sanitation, security, and first aid.	Retain three (3) years.
LG6.11.4	Housekeeping/Maintenance Records May include schedules/check lists for cleaning or maintenance.	Retain one (1) year.

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Record Series No.	Record Series Title and Description	Retention
	<u>Administration</u>	
LG6.12	Policy and Reports	
LG6.12.1	Crime Analysis Bulletins Notification for internal force on crime activity. Reports on crime patterns may be by type of crime, modus operandi, or area, and may include charts, computer printouts, and suspect information.	Retain one (1) year.
LG6.12.2	Reports Internally generated reports including, but not limited to, manpower, operations, analysis, crime comparison, inspection, watch, or other statistical and summary reports.	
	(a) Daily and weekly reports.	Retain one (1) year.
	(b) Monthly and quarterly reports.	Retain three (3) years.
	(c) Periodic reports.	Retain three (3) years.
	(d) Annual reports.	Permanent.
LG6.12.3	Uniform Crime Report (UCR) Monthly count of offenses and stolen and recovered property values sent to the State Police.	Retain five (5) years.
LG6.12.4	Accreditation Files Standards, memoranda, goals and objectives, status and progress reports, copy orders and directives, and other documentation relating to accreditation and review for maintaining accreditation.	Purge files as necessary. Retain until superseded, updated, or of no administrative value.
LG6.12.5	Directives Official statements of policy, operating procedure, and standards. May include general or special orders, memoranda, rules and regulations.	Permanent - one record copy signed or issued by department or division head.
LG6.12.6	Signature Returns Sign-off sheets acknowledging receipt by individuals of named documents.	Retain three (3) years.

Police Department Records Retention Schedule

Record Series No.	Record Series Title and Description	Retention
LG6.12.7	Certificates of Record Destruction Certification of Records Destruction forms (PRA 003) signed by authorized agency official and submitted to, and signed by, the State Archivist/Public Records Administrator. Certificates authorize the disposal of records listed in this and other applicable schedules. (RIGL § 38-1-10, § 38-3-6, and § 42-8.1-10.)	Permanent.
LG6.12.8	Internal Affairs Investigations Investigations of complaints of alleged officer misconduct. May include reports, correspondence, statements, investigation documentation, findings, and disposition. (a) Complaint unfounded, not sustained. (b) Complaint sustained.	 Retain seven (7) years. Retain seven (7) years.
LG6.12.9 (Amended 5/2016)	Use of Force Investigations Investigations on the application of physical or deadly force. May include copies from complaint report file, inquiry and findings. Includes prescribed forms filled out for every use-of-force event. a) Investigations b) Forms filed and not resulting in investigations.	 Retain seven (7) years unless litigation ensued, then retain in accordance with GRS2.1 – Case Files. Retain four (4) years unless litigation ensued, then retain in accordance with GRS2.1 – Case Files.

Police Department Records Retention Schedule

Record Series No.	Record Series Title and Description	Retention
<p>LG6.12.10 (Series added 3/2010)</p>	<p>Recruit Files These files primarily include BCI checks, credit checks, interviews with various parties, reports, notes and supporting documentation relative to background investigations performed for police department applicants.</p> <p>Note: Records may be partially duplicated in the personnel file.</p>	<p>Retain three (3) years.</p>
<p>LG6.12.11 (New series added 5/2016)</p>	<p>Firearms and TASER Qualification Records Records that document annual qualification/certification for the use of firearms and TASER by police officers. May include liability releases for TASER instruction and TASER user certification checklists and forms.</p>	<p>(a) Annual qualification/certification records of officers. Retain three (3) years from date of last testing.</p> <p>(b) All other records. Retain three (3) years.</p>
<p>LG6.13</p>	<p>Community Relations/Programs</p>	
<p>LG6.13.1</p>	<p>Community Service Programs Files relating to programs within the community or schools undertaken by the department which may relate to crime prevention, safety, drugs, and education.</p>	<p>Retain until of no administrative value, then review for historical value.</p>
<p>LG6.13.2</p>	<p>Community Surveys</p>	<p>See GRS5.4 Surveys/Questionnaires</p>

Police Department Records Retention Schedule

Record Series No.	Record Series Title and Description	Retention
LG6.13.3	Grant Files Records relating to the development of grant proposals to state or federal agencies and the administration of grant awards and programs. Records may include, but are not limited to, grant applications and agreements, studies, notices, technical specification, drawings, plans, bid and contract records, accounting, banking, purchasing, and payroll records, bonds, monitoring and performance reports, expenditure and outlay reports, memoranda, and correspondence.	
	(a) Grant applications and amendments, final performance, disposition and expenditure reports.	Permanent.
	(b) Financial and programmatic records, periodic performance reports, supporting documents, statistical records, other required and pertinent records. <i>See Notes.</i>	Retain ten (10) years from submission of closeout and final expenditure report <u>or</u> submission of annual financial status report for grants renewed annually.
	(c) Real property and equipment records.	Retain ten (10) years from the date of disposition, replacement, or transfer of property/equipment.
	(d) Income transaction records (earning of income) <u>after</u> grant support. Where required by the terms of the grant. <i>See Notes.</i>	Retain ten (10) years from the end of fiscal year in which the income is earned.
	(e) Unsuccessful grant applications.	Retain three (3) years.

Police Department Records Retention Schedule

Record Series No.	Record Series Title and Description	Retention
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LG6.13.3
(Continued)

Note: If any litigation, claim, negotiation, audit or other action has been started before the expiration of the ten (10) year period, the records must be retained until completion of the action and resolution of all issues which arise from it, or until the end of the ten (10) year period, whichever is later.

Note: Any records related to a contract or liability under seal, or any judgment or decree by a federal or state court, should be retained for twenty years (RIGL§9-1-17).

See also:

GRS1 Executive, High-Level and Policy Making Records

GRS2 Legal Records

GRS3 Safety and Security Records

GRS4 Facilities Records

GRS5 Daily Operations Records

GRS6 Records Management Records

GRS7 Information Management Records

GRS8 Fiscal Records (if not fiscal authority)

GRS9 Personnel Records (if not delegated authority)

All GRS schedules are available at

<http://sos.ri.gov/divisions/frequent-filers/records-management>