

Record Series No.	Record Series Title and Description	Retention
DEM1.1	Complaint	
DEM1.1.1	Case Log/Register of Incidents/Offences Log of case numbers, date reported or known, time reported, offense, circumstances, complainant, address, officer assigned, action taken.	Permanent.
DEM1.1.2	Case Report Files Case report, follow-up/supplementals, animal complaints, motor vehicle accidents, boating accidents, drownings, hunting related incidents and shooting.	The following retention periods apply unless a case is in litigation.
	(a) Criminal incidents.	Retain until expiration of statute of limitations.
	(b) Non-criminal incidents.	Retain three (3) years.
	(c) Animal complaints.	Retain three (3) years.
	(d) Motor vehicle accidents. · if not covered by other categories.	Retain three (3) years.
	(e) Boating accidents. · if not covered by other categories.	Retain three (3) years.
	(f) Accidental deaths and injuries on DEM property.	Permanent.
	(g) Hunting related incidents and shootings. · if not covered by other categories.	Retain three (3) years.
DEM1.1.3	Day Sheets/Dispatch Log Compilation of complaints, time and date received, officer assigned, case numbers and arrest numbers assigned, location of call, may include weather and other data.	Retain five (5) years. <i>(Amended 12/2005)</i>
DEM1.1.4	Dispatch Tapes Audio tapes of calls received and dispatch instructions.	Retain six (6) months before re-use.

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DEM1.2	Patrol	
DEM1.2.1	Work Schedules Monthly roster for work/shifts, includes officers names, area to patrol, special duties or activities.	Retain three (3) years.
DEM1.2.2.	Monthly Vehicle Mileage Reports Daily entries for starting mileage, fuel, service, repairs and driver's remarks.	Retain two (2) years.
DEM1.2.3	Monthly Vehicle Condition Reports Includes a safety checklist, the condition check list, and an equipment check list.	Retain three (3) years.
DEM1.2.4	Boat Logs Filled out each time a patrol boat is used, includes date, weather, engine hours start/finish, crew, area patrolled, and any problems or repairs needed.	Retain three (3) years.
DEM1.2.5	Boat Maintenance & Equipment Report Monthly boat inspection report, includes condition, defects and service performed for each boat, outboard motor, and trailer.	Retain three (3) years.
DEM1.2.6	Environmental Police Officer Work Reports This report is filled out weekly, listing the officer's name, time started, vehicle and mileage, work performed each day.	Retain three (3) years.
DEM1.2.7	Park Police Officer Work Reports This report is filled out weekly, listing the officer's name, time started, vehicle and mileage, work performed each day.	Retain three (3) years.
DEM1.2.8	Overtime and Detail Report Filed by officer for overtime work or detail in parks. Includes summary information on number of arrests, written warnings, RITT tickets issued and number of verbal warnings/contacts made.	Retain three (3) years.

DEM1.3	Traffic	
DEM1.3.1	Summons Books Book of summonses for violations relating to the operation, control, or maintenance of a motor vehicle. Also called citations, tags, or tickets.	
	(a) Issued summonses—Dept. copy (RITT).	Retain one (1) year after final disposition and audit.
	(b) Summons book summary sheets (RITT).	Retain three (3) years.
	(c) Summons book receipts (stubs).	Retain one (1) year.
	(d) Spoiled/voided summonses (RITT).	Retain one (1) year.
DEM1.3.2	Transmittal Lists List of summonses issued. Includes summons number, offender’s name, officer’s number, date, whether paid or hearing required.	Retain one (1) year.
DEM1.4	Vehicles, Boats, and Equipment	
DEM1.4.1	Vehicle Files Records relating to each vehicle owned by the Division. May include acceptance report, registration, maintenance records, check list, repair, incident, accident reports.	Retain three (3) year after disposal of vehicle and completion of audit.
DEM1.4.2	Patrol Boat Files Records relating to each boat owned by the Division. May include acceptance report, registration, maintenance records, checklist, repair, incident, accident reports.	Retain three (3) year after disposal of boat and completion of audit.

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DEM1.4.3	Equipment Files Records relating to each piece of high tech equipment (GPSs, speed guns, night vision, breathalysers) owned by the Division. May include acceptance report, registration, maintenance records, checklist, repair, and damage reports.	Retain three (3) year after disposal of equipment and completion of audit.
DEM1.5	Arrest	
DEM1.5.1	Arrest Log Log lists the arrest number, date, name and alias, address, personal identification data, offence, facts of arrest, and final disposition and date.	Permanent.
DEM1.5.2	Arrest Cards Information recorded may include name, address, date of birth, physical description, offense, arrest number, and disposition of case. Acts as an index to arrest files.	Purge with related Arrest File DEM1.5.5
DEM1.5.3	Finger Print Cards Finger prints of arrested persons.	Purge with related Arrest File DEM1.5.5
DEM1.5.4	Mug Shots Photographs of arrested persons.	Purge with related Arrest File DEM1.5.5
DEM1.5.5	Arrest Files File for each adult arrested. May include: case report, arrest report, investigation reports, summons skips, witness statements, Miranda rights form, search warrant, consent to search form, seizure report, inventory, information package, court complaint, forfeiture complaint, disposition documents, mug shot, finger print card, scientific test request and results.	Retain until person is known dead or presumed dead at age eighty-five (85).
DEM1.5.6	Written Warnings Summons slips used for written warnings.	Retain five (5) years.
DEM1.5.7	Evidence/Seized Property Log List of property or evidence seized.	Retain seven (7) years after final disposition of all entries.

DEM1.5.8	<p>Certificates of Destruction of Firearms and Other Evidence Files contain certificates of destruction of firearms, weapons, drugs, boats, motors and other evidence forfeited to the state that can not be legally sold or returned to owner.</p> <p>Note: If related to a case in litigation, then retain during litigation and for a period of seven (7) years after disposition of litigation.</p>	Retain ten (10) years.
DEM1.6	<p>Juvenile</p>	
DEM1.6.1	<p>Juvenile Arrest Log Log lists the arrest number, date, name and alias, address, personal identification data, offence, facts of arrest, and final disposition and date.</p>	Retain three (3) years after last entry.
DEM1.6.2	<p>Juvenile Arrest Cards Information recorded may include name, address, date of birth, physical description, offense, arrest number, and disposition of case. Acts as an index to arrest files.</p>	Purge with related Arrest File DEM1.6.3
DEM1.6.3	<p>Juvenile Arrest Files File for each juvenile arrested. May include: case report, arrest report, investigations reports, summons slips, witness statements, search warrant, consent to search form, seizure report, inventory, court complaint, forfeiture complaint, disposition documents, mug shot, finger print card, scientific test request and results.</p>	<p>Records must be kept separate and apart from adult arrest records.</p> <p>Current practice is to seal records at age eighteen (18).</p>
DEM1.7	<p>Prosecution</p>	
DEM1.7.1	<p>Arraignment Lists List contains the names of defendants, date, court, and charges.</p>	Retain three (3) year.
DEM1.7.2	<p>Court Case Logs Log contains defendants' names, DOBs, addresses, dates, court, the charges, Judges' names, and case dispositions.</p>	Retain three (3) year.

DEM1.8	Background Checks and License & Dealers Files	
DEM1.8.1	Criminal Background Checks Files Background checks for Deer Damage Permits, Hunter Safety Instructors, Special Fisheries Programs, and other requests from other Divisions for special programs.	Retain one (1) year.
DEM1.8.2	License & Dealers Administrative Action Files Files contain requests for license suspensions or revocation, orders of license suspension or revocation, memos, and correspondence.	Retain fifteen (15) years.
DEM1.9	Administration, Policy and Reports General Office Administrative records, Fiscal, Reference, Personnel, and Payroll records.	See General Schedules.
DEM1.9.1	Crime Analysis Bulletins Notification for internal force on crime activity. Reports on crime patterns may be by type of crime, modus operandi, of area, and may include charts, computer print-outs, and suspect information.	Retain one (1) year.
DEM1.9.2	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.
Continued next page.	(d) Special reports.	Permanent.

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	(e) Annual reports.	Permanent.
DEM1.9.3	Uniform Crime Report (UCR) Monthly count of offences and stolen and recovered property values sent to the State Police. Note: State Police retain this as a permanent record.	Retain five (5) years.
DEM1.9.4	Directives Official statements of police 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.
DEM1.9.5	Signature Returns Sign-off sheets acknowledging receipt by individuals of named documents.	Retain three (3) years.
DEM1.9.6	Certificates of Records Destruction Certification of Records Destruction forms (PRA003) 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.
DEM1.9.7	Civilian Complaint Files 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 after final action taken. Retain seven (7) years after final action taken.

DEM1.9.8	<p>Use of Force Report Files Officers are required to submit written reports when they discharge their firearms, use non-lethal weapon, or when non-lethal force is used on a person.</p>	Retain seven (7) years.
DEM1.9.9	<p>Grant Files Documents the development of grant proposals and the administration of grant awards and programs/projects. Records may include application, management, financial, and programmatic papers, supporting documentation, and statistical records.</p> <p>(a) Grant applications and amendments, products/publications, surveys, final performance, disposition and expenditure reports.</p> <p>(b) Financial and programmatic records, periodic performance reports, supporting documents, statistical records, other required and pertinent records.</p> <p>(c) Unsuccessful grant applications.</p> <p>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 seven (7) years after completion of the action and resolution of all issues which arise from it.</p>	<p>Permanent.</p> <p>Retain ten (10) years from submission of closeout and final expenditure report.</p> <p>Retain three (3) years.</p>
DEM1.9.10	<p>Boating Accident Investigation Reports—Master Files Files contain reports of accident involving personal injury or property damage of \$500 or more, and marine larcenies. Under RIGL Sections 46-22-21 & 22, the agency is the central clearinghouse for these reports (as the Registry of Motor Vehicles is for motor vehicle accidents).</p>	Permanent.

DEM1.9.11 **Boating Safety Education Exam Records** Retain fifty (50) years.
Each record is comprised of two pages—page one is the application for the State Certificate of Completion of a boating safety course (name, address, DOB, where, who sponsored, who instructed, and completion date of the course). This information is now being copied to electronic media. Page two is the test answer sheet.

Note: Lifetime certification.

DEM1.9.12 **Hunting and Hunting Related Incident Report Files** Permanent.
Files contain a Hunting and Hunting Related Incident Report (International Hunter Education Association) in addition to the standard incident, and other reports. This is a state central file.