

**Department of Public Safety**

**Rhode Island State Police**

**Records Retention Schedule**

Approved April 1998 & Amended February 2012

**SP State Police**

**SP1 Complaint**

**SP1.1 Complaint Log**

Name and information of complainant, victim, location, nature of incident, and complaint report reference number. May include date, time and dispatch details.

*Retention:* Purge with related Complaint Report Files when obsolete or of no administrative value.

**SP1.2 Barracks Complaint Files**

Records complaint, reports, 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, processing and disposition documents, and copies of records from arrest files.

**a) Criminal incidents**

*Retention:* If arrest, retain ten (10) years from date of final disposition. If no arrest, retain until statute of limitations expires.

**b) Non-criminal incidents**

*Retention:* Retain three (3) years.

**c) Motor vehicle accidents (if not covered under other categories)**

*Retention:* Retain three (3) years.  
Retain permanently motor vehicle accidents involving fatality.

**d) Accidental or unexplained death.**

*Retention:* Permanent.

**e) Missing persons, unsolved**

*Retention:* Permanent.

**SP1.3 Barracks Arrest Files**

Records the arrest and may contain: Complaint Report, Arrest Report and all accompanying paperwork for prosecution, i.e. Miranda Forms, Witness Statements, Statement of Defendants, Seizure Report, Toxicology Report, etc.

*Retention:* Retain for ten (10) years from date of final disposition.

**Department of Public Safety**

**Rhode Island State Police**

**Records Retention Schedule**

Approved April 1998 & Amended February 2012

**SP1.4 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.

*Retention:* Retain five (5) years.

*Note:* Forward copy to Intelligence Unit.

**SP1.5 Administrative Card/Log Slips/Vacation/Sick Leave/Overtime Reports**

*Retention:* Retain three (3) years.

**SP1.6 A.M. and Night Executive Reports**

Twenty-four (24) hour summary of activity of a criminal or informational nature.

*Retention:* Retain one (1) year.

**SP2 Dispatch**

**SP2.1 Dispatch Tapes**

Audio tapes of calls received and dispatch instructions. (Times of calls and dispatch are recorded on the Day Sheet.)

*Retention:* Retain (3) years before re-use.

**SP2.2 Towed Vehicle Log**

Records for each vehicle, date and time, vehicle information, trooper, locations towed from and to, complaint number and release information.

**a) Releases**

*Retention:* Retain three (3) years.

**b) All other records**

*Retention:* Retain one (1) year after all releases recorded.

**SP3 Patrol**

**SP3.1 Day Sheet**

Daily roster for work/shift. May include troopers' names, patrols, car numbers, equipment, activities or duties assigned to each trooper. Compilation of complaints, time received, verification, badge number, unit sent, location of call, patrol, summary. May include weather, names of staff off duty and type of leave, prisoners and other data.

*Retention:* Retain five (5) years.

**Department of Public Safety**

**Rhode Island State Police**

**Records Retention Schedule**

Approved April 1998 & Amended February 2012

**SP3.2 Vehicle Inspection Sheets**

Records car number, mileage, date and time in/out, check list for vehicle and equipment inspection.

*Retention:* Retain two (2) years.

**SP3.3 Trooper Activity Sheet**

Records trooper's daily activity. May include for each response, times, complaint information and statistical, and other summaries.

*Retention:* Retain until data is transferred to monthly activity report.

**SP3.4 Monthly Activity Reports**

Records trooper's Monthly Activity. May include for each response, times, complaint information and statistical, and other summaries.

*Retention:* Retain three (3) years.

**SP3.5 Accident Log**

Listing of motor vehicle accidents. May include complaint report number, date, time, verification code, location, operator(s) of vehicle(s) and registration number(s).

*Retention:* Retain three (3) years.

**SP3.6 Pursuit Debriefing Reports**

Reports submitted by troopers following a motor vehicle pursuit.

*Retention:* Retain ten (10) years.

**SP3.7 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.

**a) Issued summonses (police record copy)**

*Retention:* Retain one (1) year after final disposition and audit.

**b) Summons book summary sheets (department copy)**

*Retention:* Retain three (3) years.

**c) Used summons books and spoiled/voided summonses**

*Retention:* Retain one (1) year

**d) Used summons books and spoiled/voided summonses**

*Retention:* Turned over to RI Traffic Tribunal (RITT).

**Department of Public Safety**

**Rhode Island State Police**

**Records Retention Schedule**

Approved April 1998 & Amended February 2012

**SP3.8 Transmittal Lists (Barracks Copy)**

List of summonses issued. Includes summons number, offender's name, trooper's badge number, date, whether paid or hearing required.

*Retention:* Retain one (1) year.

**SP3.9 Void Summons Requests**

Requests to invalidate traffic summons issued incorrectly.

*Retention:* Retain three (3) years.

**SP3.10 Size and Weight Enforcement Plan**

Commercial Enforcement Unit plan for enforcement of truck size and weight regulations.

*Retention:* Retain ten (10) years.

**SP3.11 Scale Certifications**

Certification for accuracy of all Rhode Island State Police scales.

*Retention:* Retain ten (10) years.

**SP3.12 Commercial Vehicle Safety Alliance (CVSA) Certification**

This allows the Inspectors to do authorized Motor Carrier Safety Assistance Program (MCSAP) Inspections.

*Retention:* Retain ten (10) years.

**SP3.13 Safety Net**

This is database that holds all information for the Division's Commercial Enforcement Unit.

*Retention:* Retain ten (10) years.

**SP4 Specialty Units**

**SP4.1 Canine Training/Health Records**

Records documenting all specialty training certifications of canine team and canine health records.

*Retention:* Duration of Canine Team plus three (3) years.

**SP4.2 Diver Certifications**

National certifications for all divers.

*Retention:* Retain ten (10) years.

**Department of Public Safety**

**Rhode Island State Police**

**Records Retention Schedule**

Approved April 1998 & Amended February 2012

**SP4.3 Dive Logs**

Record of all dives (Search and Training).

*Retention:* Retain (10) years.

**SP4.4 Tactical Team**

DEF-EC-25 Certification – Training certifications for use of flash grenades.

*Retention:* Instructor: Retain six (6) years.

**SP4.5 Tactical Team Site Surveys**

Building and property layouts and blueprints.

*Retention:* Permanent.

**SP5 Vehicles and Equipment**

**SP5.1 Vehicle Records**

Records relating to each vehicle owned by the Division of State Police. May include title, registration, inspection, maintenance, check lists, repair and incident reports.

*Retention:* Retain one (1) year after disposal of vehicle and completion of audit.

**SP5.2 Police Vehicle Accident Files**

Records relating to accidents which involved Division vehicles. May include copies of complaint report files, photographs, diagrams, witness statements, repair estimates, medical reports and disposition.

*Retention:* Retain seven (7) years unless in litigation.

*Note: If minor involved, retain three (3) years after minor reaches the age of eighteen (18) years.*

**SP5.3 Speedometer Calibration Records**

Test reports for vehicle speedometer calibration.

*Retention:* Retain five (5) years.

**SP5.4 Radar Reports**

May include certification of calibration, routine radar check reports and certification of accuracy for tuning forks.

*Retention:* Retain five (5) years after equipment is disposed of.

**Department of Public Safety**

**Rhode Island State Police**

**Records Retention Schedule**

Approved April 1998 & Amended February 2012

**SP5.5 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 trooper and borrower.

*Retention:* Retain three (3) years from date returned.

**SP6 Detective/BCI**

**SP6.1 Detective Day Sheet**

Daily record logs Detectives in/out and reports activity.

*Retention:* Retain three (3) years.

**SP6.2 Investigation/assignments summary**

Records detectives' names and individual assignments. May include old and new cases, caseloads, follow-ups, arrests and cases closed.

*Retention:* Retain three (3) years

**SP6.3 Detective Investigation Case Files**

Detectives copy of cases under investigation. Contains copies from barrack's Complaint Files SP1.2.

*Retention:* If arrest, retain ten (10) years from date of final disposition. If no arrest, retain until statute of limitations expires.

*Note: Cases having historical significance: i.e., statewide or national significance and/or cases involving major initiative by the State Police and cases involving notorious figures or organizations or prominent individuals. Should be retained permanently.*

**SP6.4 Arrest Booking Log**

Records information on arrested persons which may include date of arrest, name, address, sex, date of birth, offense, complaint report number, arresting trooper. May assign arrest booking number and include a section for recording the arrest of persons previously assigned arrest numbers.

*Retention:* Retain three (3) years after last entry.

**SP6.5 Arrest Card**

Information recorded may include name, address, date of birth, offense, arrest numbers and disposition of case. May act as index to arrest files.

*Retention:* Purge with related Arrest File.

**Department of Public Safety**

**Rhode Island State Police**

**Records Retention Schedule**

Approved April 1998 & Amended February 2012

**SP6.6 BCI Arrest Files**

Cumulative information file for each adult arrested. May include processing reports, fingerprint cards, photo description, physical information, rap sheet, 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.

*Retention:* Retain until person is known dead or presumed dead at age eighty-five (85).

**SP6.7 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.

*Retention:* Retain three (3) years after final disposition of all entries.

**SP6.8 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.

*Retention:* Retain three (3) years after final disposition of property.

**SP6.9 Evidence Examination Requests**

Request 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.

*Retention:* Record copy kept as part of case file. Purge duplicates when evidence is disposed of.

**SP6.10 Confidential Informant Files**

Information recorded may include number assigned to informant, informant's and case troopers; names, reference to origins of the contact, reports of information supplied by informant and expenditure/payment records.

*Retention:* Retain seven (7) years after informant no longer active.

**SP6.11 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

*Retention:* Retain one (1) year.

**SP6.12 Stolen Property Lists**

Received and internally produced lists and print-outs of lost, stolen, found, pledged or pawned property.

*Retention:* Retain until updated, superseded, or of no administrative value.

**SP6.13 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.

**a) Offense adjudicated by Juvenile Court**

*Retention:* Destroy records when person attains age twenty five (25).

**b) All other records**

*Retention:* Retain until person is known dead or presumed dead at age eighty-five (85).

**SP6.14 Polygraph Examination File**

The Polygraph examination file includes: Permission form, Polygraph Procedure form, Miranda Right Form, Background form, Polygraph Chart, Chart Analysis Form, Test Question Sheet, Detective Activity Report.

*Retention:* Tied to life of case file.

**SP7 Juvenile**

**SP7.1 Juvenile Detention Data Summary**

Records information on juveniles detained including identification or reference number, age, race, sex, reason for detention, where held, dates and times of entering and leaving detention and final disposition.

*Retention:* Retain one (1) year. Records must be kept separate and apart from adult records.

**SP7.2 Juvenile Arrests Log**

Records information on juveniles arrested. May include date, name, address, date of birth, age, sex, agency referred to, offense, complaint report number, identification and arrest numbers.

*Retention:* Retain three (3) years after last entry.

**SP7.3 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, fingerprints and photographs.

**Department of Public Safety**

**Rhode Island State Police**

**Records Retention Schedule**

Approved April 1998 & Amended February 2012

*Retention:* Retain seven (7) years after minor subject reaches the age of 18. Arrest records of juveniles charged as adults to be kept in accordance with adult arrest files (SP6.6).

*Note: Records must be kept separate and apart from adults records. Current practice is to seal records at age eighteen (18).*

**SP7.4 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 workers' observations and/or recommendations, investigation summary.

**a) Neglect**

*Retention:* If neglect/abuse did occur, retain five (5) years.

**b) All other records**

*Retention:* Destroy three (3) years after date of final determination by family court or DCYF that abuse/neglect did not occur.

**SP8 Prosecution**

**SP8.1 Notices to Appear**

Notification to troopers to appear at hearings.

*Retention:* Retain one (1) year.

**SP8.2 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.

*Retention:* Retain one (1) year.

**SP8.3 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.

*Retention:* Retain three (3) years.

**SP9 Licenses & Background Checks**

**SP9.1 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.

**Department of Public Safety**

**Rhode Island State Police**

**Records Retention Schedule**

Approved April 1998 & Amended February 2012

*Retention:* Retain until obsolete or of no administrative value.

**SP9.2 Licensing Files**

Application information, criminal background checks or other documentation in connection with a state or local licensing/permit process. Examples include games of chance applications and financial reports, bingo applications, financial reports and reviews..

*Retention:* Retain three (3) years.

**SP9.3 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. File contains criminal record, if one exists.

*Retention:* If criminal record retain print-out of FBI/III record for one (1) year or until conclusion of appeal of the record.

**SP9.4 Applications to Purchase Firearms**

Duplicate copy of application to purchase firearms within the state.

**a) Denied**

*Retention:* Retain one (1) year.

**b) Approved**

*Retention:* Destroy within thirty (30) days.

**SP10 Holding Facility**

**SP10.1 Meal Records/Food Receipts**

Records may include order, vendor, receipt and purchase information.

*Retention:* Retain audit plus one (1) year

**SP10.2 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.

*Retention:* Retain three (3) years.

**SP10.3 Housekeeping/Maintenance Records**

May include schedules/check lists for cleaning or maintenance.

*Retention:* Retain one (1) year.

**SP11 Policy and Reports**

**SP11.1 NCIC Inquiry Log Book**

Records each inquiry to NCIC or other law enforcement databases. May include date, time, name, date of birth, name of requester, authorization, reason, complaint report number and operator's name/number.

*Retention:* Retain seven (7) years after last entry.

**SP11.2 Outstanding Warrants**

Lists or print-outs of outstanding arrest warrants. May include name, date of birth, address, offense code, case number, warrant date, status, charging section.

*Retention:* Retain until updated, superseded, or of no administrative value.

**SP11.3 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 print-outs and suspect information.

*Retention:* Retain one (1) year.

**SP11.4 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.**

*Retention:* Retain one (1) year.

**b) Monthly and quarterly reports**

*Retention:* Retain three (3) years.

**c) Periodic reports**

*Retention:* Retain three (3) years.

**d) Annual reports**

*Retention:* Permanent.

**Department of Public Safety**

**Rhode Island State Police**

**Records Retention Schedule**

Approved April 1998 & Amended February 2012

**SP11.5 Uniform Crime Report (UCR)**

Monthly count of offenses and stolen and recovered property values sent to the state Police

*Retention:* Permanent.

**SP11.6 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.

*Retention:* Purge files as necessary. Retain until superseded, updated, or of no administrative value.

**SP11.7 Directives**

Official statements of policy, operating procedure and standards. May include general or special orders, memoranda, rules and regulations and supporting documentation.

*Retention:* Permanent – one record copy signed or issued by department or division head.

**SP11.8 Signature Returns**

Sign-off sheets acknowledging receipt by individuals of named documents.

*Retention:* Retain three (3) years.

**SP11.9 Tow Company applications**

Applications from tow company approved to tow for the Rhode Island State Police.

*Retention:* Retain three (3) years.

**SP11.10 Certificates of Records Destruction**

Certification forms submitted to and signed by the State Archivist/Public Records Administrator authorizing the disposal of records under the retention periods as listed in this and other applicable schedules.

*Retention:* Permanent.

**SP11.11 Internal Affairs Investigations**

Investigations of complaints of alleged trooper misconduct. May include reports, correspondence, statements, investigation documentation, findings and dispositions.

**a) Complaint unfounded, not sustained.**

*Retention:* Retain seven (7) years after final action taken.

**b) Complaint sustained**

*Retention:* Retain seven (7) years after final action taken.

**SP11.12 Use of Force Investigations**

Investigations on the application of physical or deadly force. May include copies from complaint report file, inquiry and findings.

*Retention:* Retain seven (7) years.

**SP12 Grants**

**SP12.1 Grant Program 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, 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**

*Retention:* Permanent.

**b) Financial and programmatic records, periodic performance reports, supporting documents, statistical records, other required and pertinent records**

*Retention:* Retain three (3) years from submission of close-out and final expenditure report or submission of annual financial status report for grants renewed annually.

**c) Real Property and equipment records**

*Retention:* Retain three (3) years from the date of disposition, replacement, or transfer of property/equipment.

**d) Income transaction records (earning of income) after grant support. Where required by the terms of the grant.**

*Retention:* Retain three (3) years from the end of fiscal year in which the income is earned.

**e) Unsuccessful grant applications**

*Retention:* Retain three (3) years.

**SP13 NCIC/RILETS**

**SP13.1 RILETS User Agreement**

An agreement between agency head and the Superintendent.

*Retention:* Retain until superseded by new agreement.

**Department of Public Safety**

**Rhode Island State Police**

**Records Retention Schedule**

Approved April 1998 & Amended February 2012

**SP13.2 Validation Certifications**

Certification that records are active

*Retention:* Retain seven (7) years.

**SP13.3 Validation Receipts**

Acknowledgment that agency RILETS records are active

*Retention:* Retain seven (7) years.

**SP13.4 Validation Printout**

Listing of all records in NCIC/RILETS of a particular agency.

*Retention:* Retain one (1) year.

**SP14 Community Relations/Programs**

**SP14.1 Community Service Programs**

Files relating to programs within the community or schools which may relate to crime prevention, safety, drugs and education.

*Retention:* Retain until of no administrative value, then review for historical value.

**SP14.2 Community Surveys**

Surveys or questionnaires used to measure community concerns and opinions.

**a) Completed questionnaires or survey forms**

*Retention:* Retain one (1) year.

**b) Compilation of responses and summaries**

*Retention:* Permanent.

**SP15 Superintendent & Command Staff**

**SP15.1 Executive Level Correspondence**

Letters and memos sent or received by the Superintendent and top command Staff, excluding routine correspondence.

*Retention:* Permanent.

**SP15.2 Subject Files**

**a) Project documentation – records created to design, develop, control or monitor a specific project, initiative, program or the like**

*Retention:* Permanent.

**b) References materials – documentation collected for reference use, generally printed material routinely, distributed or collected**

*Retention:* Retain until of no further administrative value.

**SP16 Administration**

Office administrative, fiscal, personnel and payroll records – See General Records Schedules.

**SP16.1 Recruit Selection Process Applications (non-selection)**

Record of application process of potential academy recruits. File may include application, letter of reference, physical agility test, oral board, background investigation, and psychological evaluation results.

*Retention:* Retain seventeen (17) years.

*Note: Minimum age of application is 18 and maximum age of application is 35, therefore retention period is 17 years so that information can be referenced for potential reapplication.*

**SP16.2 Internship Records**

Records that document internship programs and those who participate. Files may include, but are not limited to, descriptions of program applications for internship, copies of any student records associated with applicants (including transcripts), reports to interns' instructors, summaries of assignments and evaluations.

**a) Unsuccessful applications for internship programs**

*Retention:* Retain three (3) years.

**b) Successful applications and documentation of internship served**

*Retention:* Retain five (5) years.

**SP16.3 Certificates of Records Destruction**

Certification of Records Destruction forms (PRA 003) signed by the 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 records retention schedules. (RIGL §38-1-10, §38-3-6(j), and §42-8.1-10.)

*Retention:* Permanent.