

GS-17, Law Enforcement, Fire and Emergency Services

Revision Guidance

August 13, 2015; February 12, 2015; August 21, 2014; October 10, 2013; and April 15, 2013

August 13, 2015

Three series added:

200444 Arrestee Personal Property Inventory

200445 FCC License Records

200446 Special Assignment Records

February 12, 2015

200392 Fire Training: Class Records series was added

August 21, 2014 Revision

GS-10, Fire and Rescue was made defunct. Several series were moved to GS-17 and the schedule name was changed to reflect that addition.

Series moved to GS-17:

007037 Accident Files-Equipment & Vehicles (now Incident Reports: Emergency Services, Fire and Rescue) *retention change*

007043 Fire and Safety Inspections (now Fire Code Compliance Inspection Reports) *retention change*

007045 Building Plans

007046 Emergency Medical Services Files (now Pre-hospital Patient Care Reports)

007100 Hazardous Materials Files *retention change*

007103 Operational Permits (now Permits: Operational)

GS-10 series superseded by existing series:

007044 Ambulance Run Files – superseded by GS-17, 200164

007047 Arson and Suspected Arson Files – superseded by GS-17 Investigative Case Files series

007040 Call Tapes – superseded by GS-17, 200163

007038 Equipment Inspection & Repair Files – superseded by GS-16, 005200 or 005168

007039 Equipment Inspection Reports – superseded by GS-16, 005199 or 005170

007042 Fire Alarm Reports – superseded by GS-17, 007037

007041 Logs and Other Records – superseded by GS-17, 005666

007101 Non-Arson Investigation Files – superseded by GS-17, Investigative Case Files series or 100800

007102 Parking Tickets – superseded by GS-17, 100783

October 10, 2013 Revision

Three series from GS-08 moved to GS-17 with minor changes:

200132 Compensation Board Certification Program Records

100635 Weapons: Inventory

100669 Court Ordered Process Records: Residence Verification Records

Dispatch (Communications) and Emergency Call Recordings and Supporting Documentation

Four series were combined to create two new series. Both types of recordings now belong to the same series and have the same retention. Both types of supporting documentation now belong to the same series as well.

200163 Dispatch (Communications) and Emergency Call Recordings: Not Retained as Evidence
-For recordings only

200164 Dispatch (Communications) and Emergency Call Records: Supporting Documentation
-For logs, reports and other documentation (does not include recordings)

200186 License Plate Tag Reader Records: Not Used as Evidence

Series added with retention of 0 years after decision. Agencies must develop internal decision-making timelines in accordance with the opinion issued by the Office of the Attorney General regarding these records. The records should be destroyed immediately after the decision about evidentiary value is made.

April 15, 2013 Revision

In this revision, 119 series have been reduced to 76, with 13 series created and 56 series made defunct. Virtually every series was updated in some way. Two significant updates involve *Investigation Records* and *Process and Service Records*.

Investigation Records: Two (2) "Investigation Files" series (Serious and Non-serious) have become six (6) Investigative Case Files series that are broken into three categories of offenses: Serious, Less Serious, and Non-serious, with each category having a *Resolved* and *Unresolved* status. Retention periods range from five to 100 years. Each category contains guidance on what offenses may be included therein. "May be included" allows for the flexibility when moving a case to another category is deemed necessary by an agency, but the guidance is still there for those agencies that prefer to have that direction. Fourteen (14) series from the previous version that simply directed the record to be transferred to a case file have been made defunct, and their titles added into the records description in all six series. The 14 series are:

Confiscated Property Files	Photographs, Evidence
Controlled Substance Seizure Files	Photographs and Negatives - Identification Purposes
Dispatch (Communications) Recordings - Retained as Evidence	Polygraph Records
Emergency Call Records – Tapes, Retained as Evidence	Recordings, Surveillance, and Monitoring - Retained as Evidence
Evidence Receipts	Recordings, Surveillance or Monitoring: Citywide Monitoring Systems - Retained as evidence
Evidence Requests	Release (Waiver) Forms
Lab Reports and Requests (Certificates of Analysis)	Reports: Investigative Value

Process and Service Records: These are two new series, incorporating 10 series that addressed records documenting some type of process or service. That is an important point to bear in mind...these series document the process or the service of the order, subpoena, summons, etc., not their actual content or purpose. The only difference between the two new series is that one requires confidential destruction of the records after the end of their retention period, the other does not. The following are the two new series and the defunct series they supersede:

<i>Court Order Process Records</i>	Adult Protective Orders
Court Orders	Child Protective Orders
Extraditions	Juvenile Custody Files
Parking Ticket Summons	Juvenile Detention Orders - Unexecuted
Subpoenas/Summons/Process	
Uniform Traffic Summons	
Warrants, Executed Copies and/or Jackets	
<i>Court Order Process Records: Protective Orders</i>	

Other changes of note:

- *Accreditation Records*: There are now two series
- *Internal Affairs Complaints*: Retention changed to “until after no longer administratively useful” to allow needed flexibility between LE departments.
- *Recording, Surveillance, or Monitoring Systems*: Two series were added to cover traffic light signals (used as evidence and not)
- *Unexecuted Felony and Misdemeanor Warrants*: Combined into one series, adding three types of misdemeanor warrants not previously noted.

Remember to use the Searchable Database for Locality General Schedules to locate needed records series. http://www.lva.virginia.gov/agencies/records/sched_local/search.asp



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RECORDS RETENTION AND DISPOSITION SCHEDULE

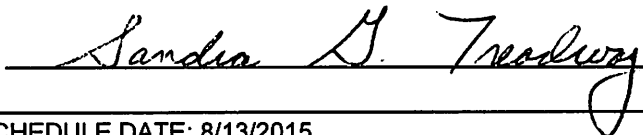
GENERAL SCHEDULE NO. GS-17

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The schedule on the attached page(s) is approved with agreement to follow the records retention and disposition policies listed below:

APPROVED:



EFFECTIVE SCHEDULE DATE: 8/13/2015

POLICIES FOR RECORDS RETENTION AND DISPOSITION

1. This schedule is continuing authority under the provisions of the Virginia Public Records Act, § 42.1-76, et seq. of the Code of Virginia for the retention and disposition of the records as stated on the attached page(s).
2. This schedule supersedes previously approved applicable schedules.
3. This schedule is used in conjunction with the Certificate of Records Destruction (RM-3 Form). A signed RM-3 Form must be approved by the designated records officer and on file in the agency or locality before records can be destroyed. After the records are destroyed, the original signed RM-3 Form must be sent to Library of Virginia (LVA).
4. Any records created prior to 1913 must be offered, in writing, to LVA before applying these disposition instructions. Offered records can be destroyed 60 days after date of the offer if no response is received from LVA. A copy of the offer must be attached to the RM-3 Form when it is submitted to LVA.
5. All known audits and audit discrepancies regarding the listed records must be settled before the records can be destroyed.
6. All known investigations or court cases involving the listed records must be resolved before the records can be destroyed. Knowledge of subpoenas, investigations, or litigation that reasonably may involve the listed records suspends any disposal or reformatting processes until all issues are resolved.
7. The retentions and dispositions listed on the attached page(s) apply regardless of physical format, i.e., paper, microfilm, electronic storage, optical imaging, etc. Unless prohibited by law, records may be reformatted at agency or locality discretion. Microfilming must be done in accordance with 17VAC15-20-10, et seq. of the Virginia Administrative Code, "Standards for the Microfilming of Public Records for Archival Retention." All records must be accessible throughout their retention period in analog or digital format. Whether the required preservation is through prolongation of appropriate hardware and/or software, reformatting, or migration, it is the obligation of the agency or locality to do so.
8. Custodians of records must ensure that information in confidential or privacy-protected records is protected from unauthorized disclosure through the ultimate destruction of the information. Ultimate destruction is accomplished through shredding, pulping, burning, and overwriting or physically destroying media. Deletion of confidential or privacy-protected information in computer files or other electronic storage media is not acceptable. Records containing Social Security numbers must be destroyed in compliance with 17VAC15-120-30.
9. Under the Virginia Public Records Act, § 42.1-79, LVA is the official custodian and trustee of all state agency records transferred to the Archives, Library of Virginia. LVA may purge select records in accordance with professional archival practices in order to ensure efficient access.
10. Unless otherwise directed, files are closed out at the end of each calendar or fiscal year as appropriate. Retention periods start at that time.



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RECORD SERIES AND DESCRIPTION	SERIES NUMBER	SCHEDULED RETENTION PERIOD	DISPOSITION METHOD
<u>Abandoned/Impounded Vehicles</u> This series documents the identification, retrieval, processing, return, or disposal of abandoned or impounded vehicles. This series may consist of, but is not limited to: tow sheet and disposition form.	100812	3 Years after equipment, facility, or property sold or no longer in use	Non-confidential Destruction
<u>Accreditation Records: Supporting documentation - Commission on Accreditation for Law Enforcement Agencies (CALEA)</u> This series documents compliance with the Commission on Accreditation for Law Enforcement Agencies (CALEA) accreditation program standards. This series may include, but is not limited to: accreditation standard-file content and annual compliance reports.	200141	6 Years after creation	Non-confidential Destruction
<u>Accreditation Records: Supporting documentation - Virginia Law Enforcement Professional Standards Commission (VLEPSC)</u> This series documents compliance with the Virginia Law Enforcement Professional Standards Commission (VLEPSC) accreditation program standards. This series may include, but is not limited to: accreditation standard-file content and annual compliance reports.	100814	8 Years after creation	Non-confidential Destruction
<u>Alarm: Security - Activated</u> This series documents the activation of a home or business security alarm system linked to the law enforcement agency's response system, the notification to the agency, the investigation into the cause, and the findings (including billable false alarms). This series may include, but is not limited to: incident reports, dispatch notes, and false-alarm logs.	100706	1 Year after closed	Non-confidential Destruction



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<u>Alarm: Security - Permit/Registration</u> This series documents the process required to link a home or business security alarm systems to a law enforcement agency's response system, as well as the information needed to respond to a system activation and invoice for billable false alarms. This series may consist of, but is not limited to: the application and supporting documentation, owner-contact information, and alarm-system data.	100707	1 Year after superseded, obsolete, or rescinded	Non-confidential Destruction
<u>Alcoholic Beverage Control (ABC) Permit Files</u> This series documents local review and/or approval of ABC permits. This series may include, but is not limited to: Application, background checks, and supporting documentation.	100708	1 Year after last action	Non-confidential Destruction
<u>Animal Control Files</u> This series documents law enforcement's participation in local animal control. This series may include, but is not limited to: Complaints, investigations, custody and disposition records, and animal bite records. COV 3.2-6557(B)	100711	5 Years after last action	Confidential Destruction
<u>Arrest Files: Adult</u> This series documents the cumulative history of arrests of a particular individual. This series may consist of, but is not limited to: warrants, finger prints, summonses, photographs, court disposition, and Central Criminal Records Exchange data.	100713	100 Years after birth	Confidential Destruction
<u>Arrest Files: Adult - Death Notification</u> This series documents the cumulative history of arrests of a particular individual about whose death the department has been notified. This series may consist of, but is not limited to: warrants, finger prints, summonses, photographs, court disposition, and Central Criminal Records Exchange data.	200150	1 Year after notification	Confidential Destruction



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<u>Arrest Files: Juvenile</u> This series documents the cumulative history of arrests of a particular juvenile. This series may consist of, but is not limited to: warrants, finger prints, summonses, photographs, court disposition, and Central Criminal Records Exchange data.	100714	23 Years after birth	Confidential Destruction
<u>Arrest Logs/Books</u> This series documents the cumulative arrests by an agency in chronological order. This series may consist of, but is not limited to: log books.	100718	5 Years after last action	Confidential Destruction
<u>Arrestee Personal Property Inventory</u> This series documents a law enforcement agency's inventory of personal effects removed from an arrestee before transfer to a regional lockup or jail. This series may include, but is not limited to: logs, registers, and inventory forms.	200444	3 Years after creation	Non-confidential Destruction
<u>Automotive Operations: Radar Equipment Files</u> This series documents the cumulative maintenance and repair history of radar speed-limit enforcement equipment, including but not limited to radar and LIDAR. This series may consist of, but is not limited to: service records.	100721	0 Years after equipment, facility, or property sold or no longer in use	Non-confidential Destruction
<u>Automotive Operations: Speed-limit Enforcement Equipment Calibrations</u> This series documents the routine, timely, and effective calibration of radar, LIDAR, tuning forks, speedometers, and all other speed-enforcement equipment. This series may consist of, but is not limited to: current and expired calibration-vendor's certificate.	100720	1 Year after expiration	Non-confidential Destruction



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<p><u>Background Checks</u></p> <p>This series documents the request for, performance of, and submission of results from background checks/investigations on individuals as requested by courts, employers, and other persons in matters not involving an active investigative case. This series may include, but is not limited to: Special Conservator of the Peace application files; interview notes; birth, school, or military records; references; and the summarized results. COV 19.2-13 (A)</p>	100772	3 Years after submission	Confidential Destruction
<p><u>Breath/Alcohol or Drug Testing Records</u></p> <p>This series documents the collection and testing of breath/alcohol or drug tests on vehicle operators. This series may consist of, but is not limited to: logs and reports not included in case files.</p>	005664	3 Years after event	Confidential Destruction
<p><u>Building Plans</u></p> <p>This series documents buildings and other structures including, but not limited to floor plans, and the layout of plumbing, electrical, and other internal systems, as required by the Virginia Fire Prevention Code and the Virginia Uniform Statewide Building Code. This series may include, but is not limited to: blueprints, building plans, permitting and inspection information, and supporting documentation.</p>	007045	0 Years after equipment, facility, or property sold or no longer in use	Confidential Destruction
<p><u>Community Crime Prevention Program Files</u></p> <p>This series documents law enforcement's effort to develop and assist community based crime prevention programs. This series may consist of, but is not limited to: neighborhood watch, national night out, and similar program documentation.</p>	100726	0 Years after superseded, obsolete, or rescinded	Non-confidential Destruction



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<u>Community Educational Programs</u> This series documents law enforcement participation in citizen education programs. This series may include, but is not limited to: citizen and youth Police Academies and substance abuse/gang awareness programs.	100746	0 Years after superseded, obsolete, or rescinded	Non-confidential Destruction
<u>Compensation Board Certification Program Records</u> This series documents compliance with the Compensation Board's standards for the Career Development Program for Sheriffs. This series includes, but it not limited to: compliance forms, standards, proofs, and audit reports.	200132	4 Years after audit	Confidential Destruction
<u>Concealed Handgun Permit Checks or Logs</u> This series documents the information or consultation provided to the court regarding concealed handgun permit applicants, as well as any notice received from the court on permits granted, denied, or appealed. This series may include, but is not limited to: reports and notices. COV 18.2-308(D)	100727	2 Years after expiration	Confidential Destruction
<u>Confidential Informant Files</u> This series documents the identity of, contacts with, and reliability of confidential informants. This series may include, but is not limited to: photographs, identification number, and background notes.	100728	75 Years after birth	Confidential Destruction
<u>Confiscated or Surrendered Firearms Files</u> This series documents the confiscation of or acceptance of surrendered firearms by or to law enforcement authorities and the disposition of the firearm. This series may include, but is not limited to: description of firearm, court order, disposition, and other documentation.	100729	75 Years after last action	Non-confidential Destruction



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<p><u>Court Appearance Files</u></p> <p>This series documents the scheduling and/or appearance of law enforcement officers or support staff in court proceedings in the course of law enforcement activities. This series may include, but is not limited to: Overtime cards, time sheets, supplemental incident reports, and logs.</p>	100733	2 Years after event	Non-confidential Destruction
<p><u>Court Ordered and Other Process Records</u></p> <p>This series documents the receipt and execution of, or failure to execute, court orders and/or other processes that include Extraditions, Hit Retentions, Subpoenas, Summons, Copies/jackets of Executed Warrants, Warning Tickets, Affidavits, Eviction Notices, Levies to Foreclose, Seize and/or Sell Property, Parking Ticket Summons, Virginia Uniform Summons, and other legal action against an individual, family, firm or other entity. This series may include, but is not limited to: logs, registers, copies of orders, and other tracking documentation. COV 19.2-84 - 118</p>	200142	1 Year after last action	Non-confidential Destruction
<p><u>Court Ordered Process Records: Protective Orders</u></p> <p>This series documents the receipt and execution of, or failure to execute, court orders and/or other processes that include Adult Protective Orders, Child Protective Orders, Emergency Protective Orders, and Juvenile Detention Orders. This series may include, but is not limited to: logs, registers, copies of orders, and other tracking documentation. COV 16.1-251 to 254; 63.2-1606 to 1613</p>	200143	1 Year after last action	Confidential Destruction
<p><u>Court Ordered Process Records: Residence Verification Records</u></p> <p>This series documents the receipt and execution of, or failure to execute, court orders for residence verifications. This series may include, but is not limited to: logs, registers, copies of orders, and other tracking documentation.</p>	100669	1 Year after last action	Confidential Destruction



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<u>Crime Analysis Files</u> This series documents the formal and/or informal analysis of crimes, patterns of crimes, and the reporting of the analysis. This series may include, but is not limited to: PIN maps, criminal activity statistics, and profiles of criminal activity.	100735	0 Years after superseded, obsolete, or rescinded	Non-confidential Destruction
<u>Criminal History Records: Local Information Requests and Challenges</u> This series documents the process by which local law enforcement offices receive requests from local individuals regarding their information contained in the local law enforcement records (including their criminal histories), any challenges to that information or history, the investigation conducted, the response, and the documentation indicating the close of the inquiry or challenge. This series may include, but is not limited to: request forms, correspondence, and research notes. COV 9.1-132; 6VAC20-120-50 (B.5.)	100739	2 Years after closed	Confidential Destruction
<u>Dangerous Dog Records</u> This series documents any complaints, investigations, or incidents involving dogs that are determined to be dangerous or vicious. COV 3.2-6540	000342	5 Years after closed	Confidential Destruction
<u>Dispatch (Communications) and Emergency Call Recordings: Not Retained as Evidence</u> This series documents the radio communications between dispatch/central communications and officers in the field. This series also documents the recording of incoming calls (including Next Generation 911) for fire, police, and rescue services, and the actions taken in response. This series may include, but is not limited to: audio recordings, video recordings, text messages, and photographs.	200163	6 Months after event	Confidential Destruction



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<p><u>Dispatch (Communications) and Emergency Call Records: Supporting Documentation</u></p> <p>This series documents the recording of radio communications at law enforcement dispatch centers and incoming calls for fire, police and rescue services, and the actions taken in response. This series may include, but is not limited to: logs, reports, and supporting documentation including Computer Aided Dispatch software and Calls-for-Service reports.</p>	200164	10 Years after creation	Non-confidential Destruction
<p><u>Duty Rosters</u></p> <p>This series documents the work days, work hours, jobs, tasks, patrol areas, equipment, weapons, and other duties assigned to law enforcement officers. This series may include, but is not limited to: logs, rolls, rosters, and registers.</p>	100745	1 Year after last action	Non-confidential Destruction
<p><u>Expungements</u></p> <p>This series documents the process of destroying law enforcement records, including all copies thereof and references thereto, that have been ordered expunged and sealed by the court. This series may include, but is not limited to: expunged records, court orders, and indexes/finding aids. 6VAC20-120-80; COV 19.2-392.2</p>	000121	3 Years after order	Confidential Destruction
<p><u>FCC License Records</u></p> <p>This series documents the initial/renewed licensing of radio communication sites. This series may include, but is not limited to: FCC license and supporting documentation.</p>	200445	3 Years after event	Non-confidential Destruction
<p><u>Field Notes: Not Retained as Evidence</u></p> <p>This series documents and consists of the notes made from contacts and interviews conducted in the field with known/suspected law breakers by a law enforcement agent in regards to investigations, modus operandi, and/or complaint resolution. 28CFR23.20(h)</p>	000344	5 Years after last action	Non-confidential Destruction



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<u>Fingerprints and Photographs</u> This series documents and consists of the fingerprints and photographs (mug shots) of adults and juveniles taken during the booking process and made available to the Central Criminal Records Exchange. COV 16.1-299 (B); COV 19.2-392 (A)	200144	100 Years after birth	Confidential Destruction
<u>Fingerprints and Photographs: Juvenile - No Warrant or Petition Filed</u> This series documents and consists of the fingerprints and photographs taken of a juvenile in connection with an alleged violation of law, but against whom no warrant or petition was subsequently filed. COV 16.1-299(C)	100758	60 Days after creation	Confidential Destruction
<u>Fire Code Compliance Inspection Reports</u> This series documents Virginia Fire Prevention Code compliance inspections and all other mandated fire inspections carried out by emergency services personnel. This series includes, but is not limited to: inspection reports, photographs, notices of violation, and supporting documentation.	007043	10 Years after submission	Non-confidential Destruction
<u>Fire Training: Class Records</u> This series documents all aspects of firefighter training classes. This series may include, but is not limited to: rosters, intern sheets, lesson plans and curriculum information, instructor information, attendance records, and course and instructor evaluations.	200392	5 Years after end of calendar year	Confidential Destruction
<u>Firearms Qualifications</u> This series documents an officer's qualifications and proficiency in the use of selected types of firearms through scheduled testing. This series may include, but is not limited to: testing criteria, test results, and certifications.	100761	5 Years after event	Non-confidential Destruction



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<p><u>General Orders and Regulations</u></p> <p>This series documents the local and internal orders, rules, and regulations for law enforcement activities. This series may include, but is not limited to registers, logs, and other policy documentation.</p>	100765	0 Years after no longer administratively useful	Non-confidential Destruction
<p><u>Hazardous Materials Files</u></p> <p>This series documents incidents that involve hazardous materials that are responded to by qualified and/or certified personnel and/or emergency response personnel. Incidents may include hazardous material spills, releases, leaks, dump sites, and explosions. This series includes, but is not limited to: hazardous materials incident report, memoranda, lab reports, samples, and supporting documentation.</p>	007100	50 Years after event	Non-confidential Destruction
<p><u>House Watch Checklists and Reports</u></p> <p>This series documents the performance and/or completion of a house watch. This series may include, but is not limited to: citizen request form, property description, and officer-response verification.</p>	100767	0 Years after no longer administratively useful	Confidential Destruction
<p><u>Incident Reports: Emergency Services, Fire and Rescue</u></p> <p>This series documents incidents to which emergency services and/or fire and rescue staff respond and may include address, units and personnel responding, hospital transportation information, summaries, and time stamps. This series may include, but is not limited to: reports and station or unit logs.</p>	007037	6 Years after event	Confidential Destruction
<p><u>Internal Affairs Complaints</u></p> <p>This series documents internal, confidential, administrative investigations based on complaints against law enforcement officers and/or offices, and include founded and un-founded cases. This series may include, but is not limited to: complaint documentation, notes, findings, and reports.</p>	100770	0 Years after no longer administratively useful	Confidential Destruction



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RECORD SERIES AND DESCRIPTION	SERIES NUMBER	SCHEDULED RETENTION PERIOD	DISPOSITION METHOD
<u>Investigative Case Files: Historically Significant</u> This series documents the processes and results of any systematic investigations, inquiries, or examinations into criminal or suspected criminal acts, and that local law enforcement determines to have historical value.	000345		Permanent, In Agency
<u>Investigative Case Files: Less Serious Offenses - Resolved</u> This series documents the processes and results of any systematic investigations, inquiries, or examinations into criminal or suspected criminal acts that have been committed, are being committed, or are about to be committed; and may be related to, but not limited to: assault, burglary, deaths, destruction of property, drug/narcotic offenses, extortion, gambling, identity theft, Intimidation, larceny, pornography, prostitution, robbery, arson, suicide, vandalism, and weapons law violations. This series may include, but is not limited to records pertaining to: Breath Alcohol, Confiscated (non-weapon) Property, City-wide/In-car Surveillance/ Monitoring Recordings, Controlled Substance Seizures, Dispatch/ Communications Recordings, Emergency Calls, Evidence (including receipts and requests for), Field Notes, Fingerprints (including latents), Incident Reports, Lab Requests/ Reports/ Certificates of Analysis, Photographs, Polygraphs, Release (Waiver) Forms, Summons, and Virginia Criminal Information Network/ National Crime Information Center (VCIN/NCIC) entries.	200146	30 Years after closed	Confidential Destruction



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RECORD SERIES AND DESCRIPTION	SERIES NUMBER	SCHEDULED RETENTION PERIOD	DISPOSITION METHOD
<u>Investigative Case Files: Less Serious Offenses - Unresolved</u>	200147	50 Years after creation	Confidential Destruction

This series documents the processes and results of any systematic investigations, inquiries, or examinations into criminal or suspected criminal acts that have been committed, are being committed, or are about to be committed; and may be related to, but not limited to: assault, burglary, deaths, destruction of property, drug/narcotic offenses, extortion, gambling, identity theft, Intimidation, larceny, pornography, prostitution, robbery, arson, suicide, vandalism, and weapons law violations. This series may include, but is not limited to records pertaining to: Breath Alcohol, Confiscated (non-weapon) Property, City-wide/In-car Surveillance/ Monitoring Recordings, Controlled Substance Seizures, Dispatch/ Communications Recordings, Emergency Calls, Evidence (including receipts and requests for), Field Notes, Fingerprints (including latents), Incident Reports, Lab Requests/ Reports/ Certificates of Analysis, Photographs, Polygraphs, Release (Waiver) Forms, Summons, and Virginia Criminal Information Network/ National Crime Information Center (VCIN/NCIC) entries.



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<u>Investigative Case Files: Non-Serious Offenses - Resolved</u>	000266	10 Years after closed	Confidential Destruction

This series documents the processes and results of any systematic investigations, inquiries, or examinations into criminal or suspected criminal acts that have been committed, are being committed, or are about to be committed; and may be related to, but not limited to: blackmail, bribery, counterfeiting, curfew, destruction of property, disorderly conduct, drug/narcotic offenses, DUI, embezzlement, extortion, forgery, fraud, gambling, identity theft, intimidation, larceny, loitering, peeping tom, pornography, prostitution, runaway, simple assault, thefts, trespassing, vagrancy, vandalism, arson and weapons law violations. This series may include, but is not limited to records pertaining to: Breath Alcohol, Confiscated (non-weapon) Property, City-wide/In-car Surveillance/ Monitoring Recordings, Controlled Substance Seizures, Dispatch/ Communications Recordings, Emergency Calls, Evidence (including receipts and requests for), Field Notes, Fingerprints (including latents), Incident Reports, Lab Requests/ Reports/ Certificates of Analysis, Photographs, Polygraphs, Release (Waiver) Forms, Summons, and Virginia Criminal Information Network/ National Crime Information Center (VCIN/NCIC) entries.



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RECORD SERIES AND DESCRIPTION	SERIES NUMBER	SCHEDULED RETENTION PERIOD	DISPOSITION METHOD
<u>Investigative Case Files: Non-Serious Offenses - Unresolved</u>	200148	5 Years after creation	Confidential Destruction

This series documents the processes and results of any systematic investigations, inquiries, or examinations into criminal or suspected criminal acts that have been committed, are being committed, or are about to be committed; and may be related to, but not limited to: blackmail, bribery, counterfeiting, curfew, destruction of property, disorderly conduct, drug/narcotic offenses, DUI, embezzlement, extortion, forgery, fraud, gambling, identity theft, intimidation, larceny, loitering, peeping tom, pornography, prostitution, runaway, simple assault, thefts, trespassing, vagrancy, vandalism, arson and weapons law violations. This series may include, but is not limited to records pertaining to: Breath Alcohol, Confiscated (non-weapon) Property, City-wide/In-car Surveillance/ Monitoring Recordings, Controlled Substance Seizures, Dispatch/ Communications Recordings, Emergency Calls, Evidence (including receipts and requests for), Field Notes, Fingerprints (including latents), Incident Reports, Lab Requests/ Reports/ Certificates of Analysis, Photographs, Polygraphs, Release (Waiver) Forms, Summons, and Virginia Criminal Information Network/ National Crime Information Center (VCIN/NCIC) entries.



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<u>Investigative Case Files: Serious Offenses - Resolved</u>	100771	75 Years after closed	Confidential Destruction

This series documents the processes and results of any systematic investigations, inquiries, or examinations into criminal or suspected criminal acts that have been committed, are being committed, or are about to be committed; and may be related to, but not limited to: homicide, murder, manslaughter, kidnapping, abduction, robbery, aggravated assault, sex crimes, rape, incest, or crimes against children. This series may include, but is not limited to records pertaining to: Breath Alcohol, Confiscated (non-weapon) Property, City-wide/In-car Surveillance/ Monitoring Recordings, Controlled Substance Seizures, Dispatch/ Communications Recordings, Emergency Calls, Evidence (including receipts and requests for), Field Notes, Fingerprints (including latents), Incident Reports, Lab Requests/ Reports/ Certificates of Analysis, Photographs, Polygraphs, Release (Waiver) Forms, Summons, and Virginia Criminal Information Network/ National Crime Information Center (VCIN/NCIC) entries.



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<u>Investigative Case Files: Serious Offenses - Unresolved</u> This series documents the processes and results of any systematic investigations, inquiries, or examinations into criminal or suspected criminal acts that have been committed, are being committed, or are about to be committed; and may be related to, but not limited to: homicide, murder, manslaughter, kidnapping, abduction, arson, robbery, aggravated assault, sex crimes, rape, incest, or crimes against children. This series may include, but is not limited to records pertaining to: Breath Alcohol, Confiscated (non-weapon) Property, City-wide/In-car Surveillance/ Monitoring Recordings, Controlled Substance Seizures, Dispatch/ Communications Recordings, Emergency Calls, Evidence (including receipts and requests for), Field Notes, Fingerprints (including latents), Incident Reports, Lab Requests/ Reports/ Certificates of Analysis, Photographs, Polygraphs, Release (Waiver) Forms, Summons, and Virginia Criminal Information Network/ National Crime Information Center (VCIN/NCIC) entries.	200145	100 Years after creation	Confidential Destruction
<u>K-9/Horse Management Records</u> This series documents the management of dogs (K-9s) and horses in the service of law enforcement. This series may include, but is not limited to history, status, health, and training records.	100775	3 Years after separation	Non-confidential Destruction
<u>License Plate Tag Reader Records: Not Used as Evidence</u> This series documents the surveillance and recording of license plate tag numbers. This series may include, but is not limited to: video recordings, digital images and photographs.	200186	0 Years after decision	Non-confidential Destruction
<u>Logs</u> This series consists of key-control and all other law enforcement logs not listed elsewhere on this schedule.	005666	2 Years after closed	Non-confidential Destruction

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RECORD SERIES AND DESCRIPTION	SERIES NUMBER	SCHEDULED RETENTION PERIOD	DISPOSITION METHOD
<u>Master Name File</u> This series documents legal names and aliases used by a suspected or convicted law breaker. This series may include, but is not limited to: AKAs (Also Known As), nicknames, last known and previous addresses, as well as alternate birth dates, social security numbers, and other identifiers.	200149	100 Years after birth	Confidential Destruction
<u>Missing Persons Files</u> This series documents the receipt of notification of missing persons and runaways, and actions taken in response by law enforcement. This series may include, but is not limited to: initial report, photographs, witness statements, and investigative records.	100780	75 Years after creation	Confidential Destruction
<u>Missing Persons: Resolved</u> This series documents the receipt of notification of missing persons and runaways, and actions taken in response by law enforcement. This series may include, but is not limited to: initial report, photographs, witness statements, and investigative records.	100779	1 Year after closed	Confidential Destruction
<u>Missing Persons: With History - Resolved</u> This series documents the receipt of and actions taken in response to repeated notifications of a particular missing person or runaway, and the location(s) where missing person was previously found. This series may include, but is not limited to: initial report, photographs, witness statements, and investigative records.	100755	5 Years after closed	Confidential Destruction
<u>Parking Tickets</u> This series documents the issuance of a citation and fine for violating parking regulations. This series may include, but is not limited to: parking tickets.	100783	3 Years after issuance	Non-confidential Destruction



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<u>Pawnshop and Precious Metals Dealers: History Files</u> This series documents the location and licensing of pawnshops and precious metals dealers. This series may include, but is not limited to: application, fingerprints, and photos.	100785	0 Years after superseded, obsolete, or rescinded	Non-confidential Destruction
<u>Pawnshop and Precious Metals Dealers: Reports</u> This series documents the submission of item description, serial number, value, and seller ID data related to items pawned and sold, as required by local ordinance. This series may include, but is not limited to: reports.	005667	3 Years after submission	Non-confidential Destruction
<u>Permit Review and Investigation Files</u> This series documents the request for and the results of an investigation of permit applicants, not otherwise listed on this schedule. This series may include, but is not limited to: investigation notes and final report.	005668	3 Years after closed	Confidential Destruction
<u>Permits: Operational</u> This series documents the issuance of permits to allow bonfires, the use explosives, fireworks, fumigation, and tents at functions. This series may include, but is not limited to: application, approved permit, and supporting documentation.	007103	2 Years after expiration	Non-confidential Destruction
<u>Permits: Parade</u> This series documents the permitting of parades, parade routes, and related traffic control activities. This series may include, but is not limited to: application, supporting documentation, and letter of approval/denial.	100786	6 Months after expiration	Non-confidential Destruction
<u>Photographs and Evidence: Traffic Tickets</u> This series documents the collection evidence of traffic violations (not including automatic cameras at intersections). This series may include, but is not limited to: photographs and audio/visual recordings.	100791	1 Year after last action	Non-confidential Destruction



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<u>Pre-hospital Patient Care Reports</u> This series documents medical care provided by emergency services personnel and is used to summarize the facts and events of an emergency medical incident and any treatment provided. This series may include, but is not limited to: reports and related supplements or addenda. 12VAC5-31-530; 12VAC5-31-1140	007046	6 Years after event	Confidential Destruction
<u>Recording, Surveillance, or Monitoring Systems: Not Used as Evidence</u> This series documents the surveillance of an area and the actions of law enforcement officers, suspects, and bystanders, including in-car monitoring of officers. This series may include, but is not limited to: audio and video recordings.	100796	30 Days after event	Non-confidential Destruction
<u>Recording, Surveillance, or Monitoring Systems: Locality-Wide - Not used as evidence</u> This series documents the surveillance of large areas of a locality, other than traffic corridors, using cameras mounted at fixed locations.	000187	7 Days after event	Non-confidential Destruction
<u>Recording, Surveillance, or Monitoring Systems: Traffic Light Signals - Not used as evidence</u> This series documents the failure of motorists to comply with traffic light signals (red lights), but the decision is made not to issue a summons. This series may include, but is not limited to: photographs and video recordings. COV 15.2-968.1 (H)	200151	2 Days after decision	Non-confidential Destruction
<u>Recording, Surveillance, or Monitoring Systems: Traffic Light Signals - Used as evidence</u> This series documents the failure of motorists to comply with traffic light signals (red lights) and the collection of civil penalty payments. This series may include, but is not limited to: photographs and video recordings. COV 15.2-968.1 (H)	200152	60 Days after final payment	Non-confidential Destruction



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RECORD SERIES AND DESCRIPTION	SERIES NUMBER	SCHEDULED RETENTION PERIOD	DISPOSITION METHOD
<u>Reports: No Investigative Value</u> This series documents non-criminal incidents and occurrences such as accidental deaths, suicides, lost and found property, and other occurrences that have been determined not to require further investigation. This series may include, but is not limited to: incident reports, tracking records, property receipts, and investigative files. 28CFR23.20(h); COV 15.2-1722	100800	5 Years after closed	Confidential Destruction
<u>Reports: Traffic Accident/Crash - Citizen</u> This series documents the investigation into and reporting of motor vehicle accidents/crashes that involve non-law enforcement vehicles. This series may include, but is not limited to: notes, reports, photographs, evidence, and other supporting documentation.	100781	3 Years after event	Confidential Destruction
<u>Reports: Traffic Accident/Crash - Law Enforcement</u> This series documents the investigation into and reporting of motor vehicle accidents/crashes that involve law enforcement vehicles. This series may include, but is not limited to: notes, reports, photographs, evidence, and other supporting documentation.	005670	3 Years after closed	Confidential Destruction
<u>Roll Call Files</u> This series documents officer attendance at meetings, briefings, inspections and other law enforcement activities, as well as any training received at these meetings. This series may include, but is not limited to: logs, rolls, rosters, and registers.	100802	1 Year after event	Non-confidential Destruction
<u>Special Assignment Records</u> This series documents assignments for activities such as dignitary visits, demonstrations, and other special events. This series may include, but is not limited to: operational and security plans, traffic control documentation, and logs.	200446	2 Years after project completion	Confidential Destruction



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RECORD SERIES AND DESCRIPTION	SERIES NUMBER	SCHEDULED RETENTION PERIOD	DISPOSITION METHOD
<u>Taxi Records</u> This series documents the registration and/or permitting of taxi cabs and/or cab drivers. This series may include, but is not limited to: vehicle identification, rate cards, driver's identification, fingerprint cards, and driving records.	100804	3 Years after expiration	Non-confidential Destruction
<u>Towed Vehicle Files</u> This series documents law enforcement's actions in towing, or having towed, abandoned or damaged vehicles, vehicles involved in accidents or parking violations, and vehicles not in compliance with state or local laws. This series may include, but is not limited to: tow sheets.	100805	3 Years after event	Non-confidential Destruction
<u>Towing Company Records</u> This series documents the registration of tow and recovery operators. This series may include, but is not limited to: vehicle identification, rate cards, driver identification, fingerprint cards, Tow Truck Driver Authorization Document Registration, and driving records.	000347	3 Years after event	Confidential Destruction
<u>Traffic Management and Control</u> This series documents information requested, compiled, and delivered for the investigation and resolution of traffic control problems. This series may include, but is not limited to: crash report and traffic safety check point statistics.	100806	1 Year after last action	Non-confidential Destruction
<u>Virginia Criminal Information Network (VCIN/NCIC): Administrative Messages: Not part of an Investigative Case File</u> This series documents the sending of messages to/through or receipt of messages from/through the Virginia Criminal Information Network (VCIN) or the National Crime Information Center (NCIC), and are not made part of an Investigative Case File. This series consists of, but is not limited to correspondence. 52-25	005673	2 Years after end of calendar year	Confidential Destruction



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<u>Virginia Criminal Information Network (VCIN/NCIC): NCIC Validation Records</u> This series documents the monthly verification of valid entries and the removal of outdated and/or invalid entries, per the State Police-communicated list of entries from the National Crime Information Center (NCIC) database. 28CFR20.37	005675	2 Years after event	Confidential Destruction
<u>Virginia Criminal Information Network (VCIN/NCIC): Original Entry Printouts or Worksheets: Not related to an Investigative Case File</u> This series consists of original entry printouts or worksheets, if used, that exist solely to assist with data entry into the VCIN/NCIC system or to verify removal of entries from system. 52-25	005674	0 Years after closed	Confidential Destruction
<u>Warrants: Unexecuted</u> This series documents the criminal processes in the possession of a police or sheriff's department that have not been executed within, from date of issue, seven years if a felony warrant or three years if a misdemeanor warrant; or because they were issued for a now deceased person, issued based on mistaken identity, or issued as a result of technical or legal error; and have been ordered destroyed by the court. This series may include, but is not limited to: arrest warrants, summonses, capiases, and other unexecuted criminal processes. COV 19.2-76.1	200153	0 Years after order	Confidential Destruction
<u>Weapons: Internal Assignments</u> This series documents the assignment of weapons of all types to personnel for law enforcement use. This series may include, but is not limited to: logs, registers, and rosters.	100762	5 Years after equipment, facility, or property sold or no longer in use	Non-confidential Destruction



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<u>Weapons: Inventory</u>	100635	0 Years after no longer administratively useful	Non-confidential Destruction

This series documents the inventory and asset control of weapons and ammunition. This series includes, but is not limited to: logs and lists.
