

DEPARTMENT RETENTION SCHEDULE

Police

Record Series	Series Number	Office	Rec. Ctr.	Total	Start Point of Retention / Comments
Administrative Support Division					
Claim Records	PPD 23 1719	1	4	5	After case closed
Special Incident Records	PPD 23 1721	2		2	After incident resolution
Use of Force Records	PPD 23 1722	2		2	After case closed

Community and Patrol Services Bureau

Police Equipment Accident Packets	PPD 23 1754	2	3	5	After calendar year created
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Record Series	Series Number	Office	Rec. Ctr.	Total	Start Point of Retention / Comments
Police Pursuit Audio Tapes	PPD 23 1756	2	3	5	After calendar year created
Police Pursuit Packet Records	PPD 23 1755	2	3	5	After calendar year created
SafeBiz Records (database network of business contact information, including services provided, notes and alert subscriptions)	PPD 23 1757	2	3	5	After initial registration

Employment Services Bureau

Directive to Appear for Controlled Substance Screening – Random	PPD 23 1764	1		1	After calendar year created
Police Polygraph – Job Applicants - Audio/Video VHS Tapes	PPD 23 1770	30 D		30 D	From Date of Creation

Record Series	Series Number	Office	Rec. Ctr.	Total	Start Point of Retention / Comments
Police Polygraph – Job Applicants - Hired	PPD 23 1771	5		5	After date of termination
Police Polygraph – Job Applicants - Not Hired	PPD 23 1772	10		10	After date of evaluation
Police Polygraph – Other Agency Requests, including internal and criminal)	PPD 23 1773	5		5	After Date of Creation.
Police Recruit Medical Evaluations	PPD 23 1768	2		2	After date of termination
Police Recruit Psychological Evaluations - Hired	PPD 23 1766	5		5	After date of termination

Record Series	Series Number	Office	Rec. Ctr.	Total	Start Point of Retention / Comments
Police Recruit Psychological Evaluations - Not Hired	PPD 23 1767	10		10	After date of evaluation

Investigations-Property Crimes

Mobilization Roster	PPD 23 1729	3		3	After date of mobilization
OPS Orders Distribution Receipt	PPD 23 1730	3		3	After calendar year created
Pawnshop Transaction Reports	PPD 23 1739	2		2	Upon receipt of transaction reports
SPU Deal Sheet	PPD 23 1735	5		5	After calendar year created

Record Series	Series Number	Office	Rec. Ctr.	Total	Start Point of Retention / Comments
SPU Monthly Recap	PPD 23 1737	5		5	After calendar year created
SPU Vehicle Tracking Report	PPD 23 1733	3		3	After calendar year created Retained per CALEA standards for retention
Supervisor Monthly Inspection	PPD 23 1732	1		1	After calendar year created Retained per CALEA standards for retention
U/C Money Expenditure Logs	PPD 23 1738	4		4	After calendar year created Retained per CALEA standards for retention

Investigations-VCB

Bureau Inventory Records	PPD 23 1726	3		3	After calendar year created Retained per CALEA standards for retention.
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Record Series	Series Number	Office	Rec. Ctr.	Total	Start Point of Retention / Comments
Crime Information Bulletins	PPD 23 1723	3		3	After calendar year created Retained per Commission on Accreditation for Law Enforcement Agencies, Inc. (CALEA) standards
Employee of the Month Nomination Records	PPD 23 1725	3		3	After calendar year created Retained per CALEA standards for retention.
Stand-by Roster	PPD 23 1728	3		3	After calendar year created Retained per CALEA standards for retention
Undercover Expenditure Logs	PPD 23 1727	3		3	After calendar year created Retained per CALEA standards for retention

Laboratory Services Bureau

Aggravated/Sexual Assaults Reports	PPD 23 1740	2	97	99	After case has been adjudicated
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Record Series	Series Number	Office	Rec. Ctr.	Total	Start Point of Retention / Comments
Arson Reports	PPD 23 1741	2	23	25	After case has been adjudicated
Blood Alcohol Reports	PPD 23 1742	2	23	25	After case has been adjudicated
Case Records (General: Drugs Toxicology)	PPD 23 1743	2	23	25	After case has been adjudicated
Crime Lab Assessment Records	PPD 23 1744	2	3	5	After end of the fiscal year
Don Bolles Case Records	PPD 23 1745	P		P	Preserve pursuant to ARS 39-101

Record Series	Series Number	Office	Rec. Ctr.	Total	Start Point of Retention / Comments
Electrophoresis Photos	PPD 23 1746	2	48	50	After case has been adjudicated
Homicide Reports	PPD 23 1747	P		P	Transfer to State Archives 99 years after calendar year crime report created (Preserve pursuant to A.R.S. 39-101)
Instrument Repair Logs	PPD 23 1753	2	3	5	After close of calendar year
Latent Print Cards - Aggravated assaults	PPD 23 1748	100		100	After case has been adjudicated
Latent Print Cards - Homicides	PPD 23 1750	100		100	After case has been adjudicated

Record Series	Series Number	Office	Rec. Ctr.	Total	Start Point of Retention / Comments
Latent Print Cards - Identification to subjects	PPD 23 1749	100		100	After case has been adjudicated
Latent Print Cards - Missing persons	PPD 23 1751	100		100	After case has been adjudicated
Latent Print Cards - Relating to property crimes	PPD 23 1752	5		5	After case has been adjudicated

Planning and Research

Ad Hoc Statistical Records	PPD 23 1761	2		2	After calendar year created
Evaluation Studies (Research)	PPD 23 1758	5		5	After completion of the study. Major studies to be maintained by library

Record Series	Series Number	Office	Rec. Ctr.	Total	Start Point of Retention / Comments
Operations Digest	PPD 23 1759	1		1	After calendar year issued

Professional Standards Division

Employee Misconduct Investigations - All Other Records	PPD 23 2273	1	2	3	After review is completed.
Employee Misconduct Investigations - Sustained [Finding(s) Result in Discipline]	PPD 23 1762	1	4	5	After separation of employee. Trigger begins when discipline is final.
Internal Audit/Inspection Records	PPD 23 1763	1	4	5	After inspection complete

Record Series	Series Number	Office	Rec. Ctr.	Total	Start Point of Retention / Comments
Property Management Bureau					
Auction Bidder List, including jewelry, general property, vehicles	PPD 23 1776	3		3	Retention period begins when auction paperwork is received
Auction Report Data, including jewelry, general property, vehicles	PPD 23 1777	3		3	Retention period begins when auction paperwork is received
Car Wash Logs	PPD 23 1780	1		1	After calendar year created
Citations Log (Traffic Ticket Books Sign Out log)	PPD 23 1781	2		2	After calendar year created
Commission on Accreditation for Law Enforcement Agencies, Inc. (CALEA) Reports, including Bi-Annual Report, Generator Maintenance Records, Visitor Logs	PPD 23 1779	3		3	Retention period begins from date report is generated.

Record Series	Series Number	Office	Rec. Ctr.	Total	Start Point of Retention / Comments
Missing Property Logs	PPD 23 1786				Until Property is Located
Officer Equipment Inventory, Police – Supply	PPD 23 1787	3		3	Retention Period begins after officer separation
Precinct Property Logs	PPD 23 1785	3		3	After calendar year created Per CALEA Requirements.
Property Invoices – Dead Files	PPD 23 1788		10	10	After calendar year deactivated (Increased to 10 years for internal investigation of old files.)
Property Publish Lists	PPD 23 1789		3	3	After calendar year published

Record Series	Series Number	Office	Rec. Ctr.	Total	Start Point of Retention / Comments
Records and Identification					
Alcohol Influence Reports	PPD 23 1791	5	10	15	After calendar year created (film after 5 years due to volume)
Arrest Booking record	PPD 23 1792	85		85	After date of arrest
Computer Name Index, Police Automated Computer Entry (PACE)	PPD 23 1793	85		85	After date of entry
Crime Departmental Reports/Supplements	PPD 23 1794	85		85	After date of report
Fingerprint cards - 04 Fingerprint Card	PPD 23 1796	85		85	After date of identification

Record Series	Series Number	Office	Rec. Ctr.	Total	Start Point of Retention / Comments
Fingerprint cards - City Applicant	PPD 23 1797	1		1	From date of submittal
Fingerprint cards - Criminal Justice Applicant	PPD 23 1795	85		85	After date of identification
Identification Letter	PPD 23 1808	1		1	After calendar year issued
Information Release Records for Criminal Records Tracking System and Public Records Tracking System	PPD 23 1798	1		1	After calendar year released
Letters of Clearance	PPD 23 1799	1		1	After calendar year of clearance

Record Series	Series Number	Office	Rec. Ctr.	Total	Start Point of Retention / Comments
Off Duty Records (including quarterly reports, work permit, work inspection, and requests)	PPD 23 2189	5		5	After fiscal year
Oversize/Overweight Permit	PPD 23 1800	1		1	After permit expires
Traffic Accident-Photographs - Digital	PPD 23 1804	20		20	After calendar year accident occurred
Traffic Accident-Photographs - Fatal Negatives	PPD 23 1801	20		20	After calendar year accident occurred
Traffic Accident-Photographs - Fatal/Non-Fatal Photographs (Non Digital)	PPD 23 1802	5		5	After calendar year accident occurred

Record Series	Series Number	Office	Rec. Ctr.	Total	Start Point of Retention / Comments
Traffic Accident-Photographs - Non-Fatal Negatives/Polaroids	PPD 23 1803	10		10	After calendar year accident occurred
Traffic Accidents Reports - Fatal	PPD 23 1805	5	15	20	After calendar year accident occurred
Traffic Accidents Reports - Non-Fatal after 6/97	PPD 23 1807	2 M		2 M	After calendar date accident occurred. Originals sent to ADOT
Traffic Accidents Reports - Non-Fatal prior to 6/97	PPD 23 1806	2	8	10	After calendar year accident occurred

Technical Services Bureau-Communications

ANI/ALI records (Automatic Telephone Number Identification and Automatic Location Identification)	PPD 23 1835	1		1	After created (per FCC regulations)
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Record Series	Series Number	Office	Rec. Ctr.	Total	Start Point of Retention / Comments
Communications Recordings (phone/radio)	PPD 23 1831	6 M		6 M	After Date of Recording
Computer Aided Dispatch (CAD) Records	PPD 23 1834	10		10	Record Series maintained from January 1, 1998 forward. Data is maintained for a 10-year period on a server for retrieval. Beginning
Dispatch Cards/Logs – Hard Copies	PPD 23 1832	90 D		90 D	After card/log is entered into the Computer-Aided Dispatch System
NCIC Hit Logs	PPD 23 1838	1		1	After creation
Qwest Special Services Log	PPD 23 1839	90 D		90 D	After creation

Record Series	Series Number	Office	Rec. Ctr.	Total	Start Point of Retention / Comments
Search Warrant Logs	PPD 23 1836	1		1	After creation
TDD Records (Telecommunications Device for the Deaf)	PPD 23 1833	1		1	After creation
Teletypes	PPD 23 1840	90 D		90 D	After creation
Vehicle Recovery Logs	PPD 23 1837	1		1	After creation

Traffic Bureau North-Administration

Gas Card Sign-Out Log	PPD 23 1823	3		3	After calendar year created
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Record Series	Series Number	Office	Rec. Ctr.	Total	Start Point of Retention / Comments
Key Sign-Out Log	PPD 23 1824	3		3	After calendar year created
Motor Office Daily Worksheet	PPD 23 1826	5		5	After calendar year created
Subpoena Log	PPD 23 1827	1		1	After calendar year created
Vehicle Assignment Log	PPD 23 1825	1		1	After calendar year created

Traffic Bureau-Traffic Education and Safety Unit

Citation Number Print-out with handwritten notes	PPD 23 1829	2		2	After calendar year created
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Record Series	Series Number	Office	Rec. Ctr.	Total	Start Point of Retention / Comments
Traffic safety Hotline Logs	PPD 23 1828	1		1	After calendar year created

Training Bureau

Advanced Training Class Rosters	PPD 23 1809	30		30	After class completed
Advanced Training Lesson Plans	PPD 23 1810	30		30	After lesson plan superseded
CHRIS Enrollment Forms	PPD 23 1812	6 M		6 M	After class is completed
Firearms Inspection/Repair Records	PPD 23 1813	3		3	After inspection is complete

Record Series	Series Number	Office	Rec. Ctr.	Total	Start Point of Retention / Comments
Mobilization Rosters	PPD 23 1817	3		3	After date of mobilization
Notice of Outside Employment	PPD 23 1818	3		3	After calendar year created
Notification of Remedial Qualification	PPD 23 1819	3		3	After notification is issued
Operations Order Revision Distribution Receipt	PPD 23 1820	3		3	After calendar year created
Physical Fitness Assessment Worksheets	PPD 23 1821	3		3	After calendar year created

Record Series	Series Number	Office	Rec. Ctr.	Total	Start Point of Retention / Comments
Qualification Records, including firearms, driver's and taser	PPD 23 1814	30		30	After qualification
Tactical Review Committee Semi Annual Reports	PPD 23 2256	5	0	5	After end of calendar year created
Training Needs Committee Semi-Annual Report	PPD 23 1822	3		3	After calendar year created