

POLICE DEPARTMENT - Record Retention Schedule

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Sub-Department

/PD/AI/	Accident Investigation
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<u>Series ID</u>	<u>Series Title</u> <u>Series Description</u>	<u>Confidential</u>	<u>Vital</u>	<u>Total Retention Requirement</u>
PD-AI-	POLICE - ACCIDENT INVESTIGATION			
PD-AI-0001-	ACCIDENT INVESTIGATION CASES - CONFIDENTIAL Individual case folders for airline, industrial, and traffic accidents, including photographic records, accident report statements, and related records. NOTE: Any case with outstanding warrants remains active. Appraisal: Retention based on unit's needs.	Y	Y	CLO+7
PD-AI-0002-	INSTRUMENT CALIBRATION - CONFIDENTIAL - HOLD ON SITE Records relating to the calibration of breathalyzers and other measuring instruments.	Y	Y	CY+7
PD-AI-0003-	DRIVING UNDER INFLUENCE CASES - CONFIDENTIAL Individual case folders for those driving under the influence, arranged by month and by name of the arresting officer. May include videotape of the arrest. NOTE: Any case with outstanding warrants remains active. Appraisal: Retention based on unit's need.	Y	Y	CLO+7
PD-AI-0004-	FATAL ACCIDENT CASES - CONFIDENTIAL Individual case folders for fatal airline, industrial, and traffic accidents, including photographic records, accident reports, statements, and related records. NOTE: Any case with outstanding warrants remains active. Appraisal: Retention based on unit's need.	Y		CLO+10
PD-AI-0005-	AUTO ACCIDENT REPORTS Scanned images of original forms 75-48C, which are forwarded to the Records Department for distribution to the public.			CR+5

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Sub-Department

/PD/AP/

Airport

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PD-AP-	POLICE - AIRPORT			
PD-AP-0001-	AIRPORT (AP) REPORTS - CONFIDENTIAL - HOLD ON SITE Reports of incidents that take place at Philadelphia International Airport that could result in airport liability.	Y	Y	CR+5

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Sub-Department

/PD/AT/	Advanced Training
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<u>Series ID</u>	<u>Series Title</u> <u>Series Description</u>	<u>Confidential</u>	<u>Vital</u>	<u>Total Retention Requirement</u>
PD-AT-	POLICE - ADVANCED TRAINING			
PD-AT-0001-	POLICE OFFICER CERTIFICATIONS - CONFIDENTIAL - EVENT DATE REQUIRED EVENT IS DATE OFFICER IS SEPARATED FROM POLICE DEPARTMENT. Certification and recertification records for individuals in training programs related to ongoing Police duties.	Y	Y	SEP+2
PD-AT-0002-	VEHICLE ACCIDENT STATISTICAL REPORTS - HOLD ON SITE EVENT IS DATE OFFICER IS SEPARATED FROM POLICE DEPARTMENT. Reports of on duty accidents used to refer officers for training.		Y	CY+1

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Sub-Department

/PD/BD/	Bomb Disposal
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PD-BD-	POLICE - BOMB DISPOSAL			
PD-BD-0001-	BOMB DISPOSAL CASES - CONFIDENTIAL Files related to the investigation of explosive devices found or detonated in the city.	Y	Y	CLO+10
PD-BD-0002-	SHOT REPORTS - CONFIDENTIAL Reports regarding the destruction or detonation of explosive devices and materials. Include time and location, type of device or material and personnel involved.	Y	Y	CY+25
PD-BD-0003-	EXPLOSIVE / MAGAZINE INVENTORY - CONFIDENTIAL Weekly inventory of all explosive materials kept in Bomb Disposal.	Y	Y	CY+25

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Sub-Department

/PD/BI/ Background Investigation

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PD-BI-	POLICE - BACKGROUND INVESTIGATION			
PD-BI-0001-	APPLICANT BACKGROUND INVESTIGATION - CONFIDENTIAL - EVENT DATE REQUIRED Investigative files on all Police officer applicants, including background checks, arranged by list and by class. Appraisal: Unit refers to these investigations relatively often.	Y	Y	SEP

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Sub-Department

/PD/BN/	Bureau of Narcotics
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<u>Series ID</u>	<u>Series Title</u> <u>Series Description</u>	<u>Confidential</u>	<u>Vital</u>	<u>Total Retention Requirement</u>
PD-BN-	POLICE - BUREAU OF NARCOTICS			
PD-BN-0001-	BUREAU OF NARCOTICS INVESTIGATION (BNI) TASK FORCE CASES - CONFIDENTIAL - HOLD ON SITE Files for controlled substance cases involving the Bureau of Narcotics Investigation (BNI) Task Force.	Y	Y	CLO+5

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Sub-Department

/PD/BQ/	Board of Inquiry
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<u>Series ID</u>	<u>Series Title</u> <u>Series Description</u>	<u>Confidential</u>	<u>Vital</u>	<u>Total Retention Requirement</u>
PD-BQ-	POLICE - BOARD OF INQUIRY			
PD-BQ-0001-	DISCIPLINARY CASE FILES - CONFIDENTIAL File includes form 75-18 outlining disciplinary charges brought against Police Department personnel. Identified as PBI for sworn Police offices and CBI for civilian personnel.	Y	Y	CY+25
PD-BQ-0002-	STENOGRAPHIC NOTES AND AUDIO CASSETTES - CONFIDENTIAL Recordings of disciplinary cases in which Disciplinary Hearings were held.	Y	Y	CY+25

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Sub-Department

/PD/BS/	Building Security
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PD-BS-	POLICE - BUILDING SECURITY			
PD-BS-0001-	WITNESS / ESCORT LOG - CONFIDENTIAL - HOLD ON SITE Log of persons escorted into the Police Administration Building for interviews with investigators. Log includes date, name of person entering, as well as the name of Police personnel who accompany the person. Includes form 75-438.	Y		CR+25

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Sub-Department

/PD/CA/ Civil Affairs

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PD-CA-	POLICE - CIVIL AFFAIRS			
PD-CA-0001-	LABOR JOBS - CONFIDENTIAL - HOLD ON SITE Routine reports of actions taken at labor rallies, strikes and disturbances to which the Police is summoned including a summary of events.	Y	Y	CY+5
PD-CA-0002-	INFORMATIONAL LABOR REPORTS - CONFIDENTIAL - HOLD ON SITE Informational reports created or received by Civil Affairs unit having to do with labor related issues in the city.	Y	Y	CY+2
PD-CA-0003-	SPECIAL EVENTS - HOLD ON SITE Records of special events and details handled by the Civil Affairs Unit.		Y	CY+10

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Sub-Department

<u>/PD/CE/</u>	<u>Court Evidence</u>
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<u>Series ID</u>	<u>Series Title</u> <u>Series Description</u>	<u>Confidential</u>	<u>Vital</u>	<u>Total Retention Requirement</u>
PD-CE-	POLICE - COURT EVIDENCE			
PD-CE-0001-	PROPERTY RECEIPTS - NON HOMICIDES - CONFIDENTIAL Receipts for property taken into Police custody for lost and found, investigation of crimes other than homicide, safekeeping or evidence including information on person from whom it was taken and circumstances of its receipt.	Y	Y	CLO+15
PD-CE-0002-	PROPERTY RECEIPTS - HOMICIDES - CONFIDENTIAL Receipts for property taken into Police custody for investigation or evidence of homicides, including information on person from whom it was taken and the circumstances of its receipt.	Y	Y	PRM

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Sub-Department

/PD/CH/ Chemical Laboratory

<u>Series ID</u>	<u>Series Title</u> <u>Series Description</u>	<u>Confidential</u>	<u>Vital</u>	<u>Total Retention Requirement</u>
PD-CH-	POLICE - CHEMICAL LABORATORY			
PD-CH-0001-	EVIDENCE INTAKE LOG - CONFIDENTIAL - HOLD ON SITE Log of evidence received for analysis, including laboratory number.	Y	Y	CY+2
PD-CH-0002-	EVIDENCE STORAGE LOG - CONFIDENTIAL - HOLD ON SITE Log of evidence temporarily stored after analysis, before being entered into inventory.	Y	Y	CY+10
PD-CH-0003-	EVIDENCE INVENTORY LOG - CONFIDENTIAL - HOLD ON SITE Log of evidence temporarily stored after analysis, before being entered into inventory.	Y	Y	CY+10
PD-CH-0004-	DRUG CONTROL LOG - CONFIDENTIAL - HOLD ON SITE Log of evidence removed from laboratory for court proceedings sometimes known as the court book.	Y	Y	CY+10
PD-CH-0005-	CHEMICAL LABORATORY ANALYSIS REPORTS - EVENT DATE REQUIRED - CONFIDENTIAL EVENT IS DATE CASE IS CLOSED. Reports of analyses performed by the Chemical Laboratory, including the evidence control data sheet, a copy of the property receipt, analysis notes, a printout of any test results and the final report identified by the laboratory number. Includes forms 75-128, 75-353, 75-465.	Y	Y	ACT+10
PD-CH-0006-	DESTRUCTION PETITIONS - CONFIDENTIAL - HOLD ON SITE Petitions from the District Attorney to destroy evidence, including the petition number and the date/time of destruction.	Y	Y	CY+10

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Sub-Department

/PD/CI/	Criminal Investigation
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PD-CI-	POLICE - CRIMINAL INVESTIGATION			
PD-CI-0001-	MUNICIPAL CORRUPTION CASES - CONFIDENTIAL - HOLD ON SITE Investigative files for incidences of municipal corruption outside the Police Department arranged by year and log number.	Y	Y	CR+10

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Sub-Department

/PD/CL/	Court Liaison
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PD-CL-	POLICE - COURT LIAISON			
PD-CL-0001-	COURT NOTICES - HOLD ON SITE Court system requests for Police personnel to appear in court or testify at hearings including municipal court hearing lists, court busy notices and court appearance requests.		Y	CY+2
PD-CL-0002-	COURT NOTICE REQUESTS - HOLD ON SITE Requests received from attorneys to have officers or other Police personnel appear in court or testify at hearings.		Y	CY+2
PD-CL-0003-	SUBPOENAS - HOLD ON SITE Subpoenas calling Police personnel to testify and/or ordering department to furnish records for hearings.		Y	CY+5

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Sub-Department

/PD/CM/ Criminalistics Laboratory

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PD-CM-	POLICE - CRIMINALISTICS LABORATORY			
PD-CM-0001-	CRIMINALISTICS AND DNA LABORATORY ANALYSIS REPORTS - CONFIDENTIAL Case File and reports of analyses, identified by the lab number, performed by the Criminalistics and DNA Laboratory, including typed reports, evidence control data sheet (75-465), a copy of the property receipts (75-3), analysis notes, chain of custody documentation, instrumentation spectra, chromatograms and photographs, extraction, quantitation, amplification, quality control forms, typing documentation, technical and administrative review forms and any other supporting documentation included in the case file.	Y	Y	CY+50
PD-CM-0002-	CRIMINALISTICS AND DNA LABORATORY LOGS AND NOTEBOOKS - CONFIDENTIAL All log books and notebooks associated with Criminalistics and DNA including evidence receiving logs (75-552), analyst assignment logs, serology and OME log books, evidence log books, instrumentation log books, temperature log books and quality control log books.	Y		CY+50

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Sub-Department

/PD/CN/	Canine
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PD-CN-	POLICE - CANINE			
PD-CN-0001-	CANINE HISTORY - CONFIDENTIAL - EVENT DATE REQUIRED - HOLD ON SITE EVENT IS DATE DOG IS RELEASED FROM SERVICE. Record of dogs in Police service, from their donation to the city to their subsequent adoption out of the city, arranged by city property number.	Y	Y	ACT+6
PD-CN-0002-	CANINE INCIDENT REPORTS - CONFIDENTIAL - HOLD ON SITE Reports of incidents or Police actions that involve the use of Police dogs, arranged by calendar year and unique Canine incident number.	Y	Y	CY+10
PD-CN-0003-	CANINE MEDICAL - EVENT DATE REQUIRED - HOLD ON SITE EVENT IS DATE DOG IS RELEASED FROM SERVICE. Medical records of dogs in Police service, arranged by property number.		Y	ACT+6
PD-CN-0004-	CANINE TRAINING - CONFIDENTIAL - EVENT DATE REQUIRED - HOLD ON SITE EVENT IS DATE OF EMPLOYEE SEPARATION. Records of the training of Canine personnel in the handling of dogs.	Y	Y	SEP+10

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Sub-Department

/PD/CP/	Conflict Prevention/Resolution
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PD-CP-	POLICE - CONFLICT PREVENTION - RESOLUTION			
PD-CP-0001-	RACIAL INCIDENT CASES - CONFIDENTIAL - HOLD ON SITE Reports of investigations, arrests and other confidential material pertaining to racial incidents. Includes investigative report, arrest report, fact sheet and interview record.	Y	Y	CLO+5

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Sub-Department

/PD/CR/	Community Relations
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PD-CR-	POLICE - COMMUNITY RELATIONS			
PD-CR-0001-	GANG RESISTANCE EDUCATION AND TRAINING (GREAT) PROGRAM - HOLD ON SITE Records pertaining to the Gang Resistance Education and Training program (GREAT) including basic activities undertaken during program and financial accounting records.			CR+10
PD-CR-0002-	DRUG ABUSE RESISTANCE EDUCATION (DARE) PROGRAM ACTIVITIES - HOLD ON SITE Records pertaining to the basic activities of the Drug Abuse Resistance Education program (DARE) including weekly activity sheets.			CR+10
PD-CR-0003-	DARE STUDENTS - HOLD ON SITE List of students participating in the Drug Abuse Resistance Education (DARE) program.			CR+10
PD-CR-0004-	DARE TEACHER APPRAISALS Appraisals of teachers participating in the Drug Abuse Resistance Education (DARE) program			CR+10
PD-CR-0005-	DARE SEMESTER RECAPS - HOLD ON SITE Reports regarding events and affect of Drug Abuse Resistance Education (DARE) program each semester.			CR+10

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Sub-Department

/PD/CS/	Crime Scene
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PD-CS-	POLICE - CRIME SCENE			
PD-CS-0001-	HOMICIDE / POLICE SHOOTING CASES - CONFIDENTIAL Investigation records of homicide Police shooting cases undertaken by Crime Scene Unit including photographs, investigative reports and crime scene detection reports.	Y	Y	PRM
PD-CS-0002-	NON HOMICIDE / POLICE SHOOTING CASES - CONFIDENTIAL Investigation records of non homicide Police shooting cases undertaken by Crime Scene Unit including photographs, investigative reports and crime scene detection reports.	Y	Y	CLO+25
PD-CS-0003-	PROPERTY RECEIPTS - CRIME SCENE - CONFIDENTIAL Receipts for property taken into Police custody for investigation of crimes, safekeeping or evidence. Include information on person from whom it was taken and circumstances of its receipt.	Y	Y	CLO+25

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Sub-Department

/PD/CV/ City-Wide Vice Enforcement

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PD-CV-	POLICE - CITY-WIDE VICE ENFORCEMENT			
PD-CV-0001-	PROSTITUTION CASES - CONFIDENTIAL - HOLD ON SITE Investigative files for prostitution cases.	Y	Y	CLO+6
PD-CV-0002-	GAMBLING CASES - CONFIDENTIAL - HOLD ON SITE Investigative files for gambling cases.	Y	Y	CLO+6

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Sub-Department

/PD/DE/	Detective
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PD-DE-	POLICE - DETECTIVE			
PD-DE-0001-	CASE FOLDERS - CONFIDENTIAL Case folders related to all investigations undertaken by a Detective division. Includes Biographical Information Report 75-229 (previously maintained by Organized Crime Unit). NOTE: Assigned retention period currently under review. Retain all Detective Case Folders until further notice.	Y	Y	

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Sub-Department

/PD/DI/	Dignitary Protection
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PD-DI-	POLICE - DIGNITARY PROTECTION			
PD-DI-0001-	CIVILIAN BACKGROUND INVESTIGATION - CONFIDENTIAL - EVENT DATE REQUIRED - HOLD ON SITE EVENT IS EMPLOYEE SEPARATION. Investigative files for civilian applicants to the Police Department.	Y	Y	SEP+1
PD-DI-0002-	SPECIAL EVENTS - CONFIDENTIAL - HOLD ON SITE Records of events where Dignitary Protection was involved, including special details, notes and criticism of actions.	Y	Y	CY+1

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Sub-Department

/PD/DO/		Document Examination			
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PD-DO-	POLICE - DOCUMENT EXAMINATION				
PD-DO-0001-	DOCUMENT EXAMINATION CASES - CONFIDENTIAL Investigative files of Document Examination cases as they relate to criminal inquiries, including investigative reports.	Y	Y	CLO+5	

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Sub-Department

/PD/DP/	Data Processing
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PD-DP-	POLICE - DATA PROCESSING			
PD-DP-0001-	COMPUTER MESSAGES - CONFIDENTIAL Communications, notices and orders received by units.	Y		CY+5
PD-DP-0002-	DAILY ATTENDANCE REPORT - CONFIDENTIAL Computerized attendance records for the Police Department.	Y	Y	CY+5

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POLICE DEPARTMENT - Record Retention Schedule

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Sub-Department

/PD/DS/ Drug Screening

<u>Series ID</u>	<u>Series Title</u> <u>Series Description</u>	<u>Confidential</u>	<u>Vital</u>	<u>Total Retention Requirement</u>
PD-DS-	POLICE - DRUG SCREENING			
PD-DS-0001-	URINALYSIS CASES - CONFIDENTIAL Investigations of all positive drug tests resulting in the discipline or dismissal of an officer. These include four test reports: employee drug screen report, test identification form, laboratory test result and laboratory requisition.	Y	Y	CLO+50
PD-DS-0002-	DRUG SCREEN REPORTS - CONFIDENTIAL Reports of all drug screening tests performed.	Y	Y	CY+15

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POLICE DEPARTMENT - Record Retention Schedule

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Sub-Department

/PD/DT/		Detention		
<u>Series ID</u>	<u>Series Title</u> <u>Series Description</u>	<u>Confidential</u>	<u>Vital</u>	<u>Total Retention Requirement</u>
PD-DT-	POLICE - DETENTION			
PD-DT-0001-	PRISONER FLOW CHARTS - CONFIDENTIAL - EVENT DATE REQUIRED EVENT IS DATE OF ARRAIGNMENT. Chronological record used to track offender processing by providing date time of arrest, intake, fingerprinting, identification, records check, photograph and arraignment.	Y		ACT+5
PD-DT-0002-	SUICIDE CELL LOG - CONFIDENTIAL Record of security checks made on prisoners who are detained in suicide cells. Security checks are made at 15 minute intervals.	Y		CY+5
PD-DT-0003-	MEAL TICKET RECEIPTS - HOLD ON SITE Record of meals provided to prisoners from private vendors.			CR+1

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Sub-Department

/PD/EA/ Employee Assistance

<u>Series ID</u>	<u>Series Title</u> <u>Series Description</u>	<u>Confidential</u>	<u>Vital</u>	<u>Total Retention Requirement</u>
PD-EA-	POLICE - EMPLOYEE ASSISTANCE PROGRAM			
PD-EA-0001-	EMPLOYEE COUNSELING - CONFIDENTIAL - EVENT DATE REQUIRED - HOLD ON SITE EVENT IS TERMINATION OF COUNSELING. Reports of interviews, analyses and related records.	Y	Y	ACT+3

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Sub-Department

/PD/ER/	Environmental Response
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<u>Series ID</u>	<u>Series Title</u> <u>Series Description</u>	<u>Confidential</u>	<u>Vital</u>	<u>Total Retention Requirement</u>
PD-ER-	POLICE - ENVIRONMENTAL RESPONSE			
PD-ER-0001-	CODE VIOLATION COMPLAINT REGISTER - CONFIDENTIAL - HOLD ON SITE Log of complaints received by the unit including information about the officer assigned to investigate, the nature of the complaint, the unit unique control number and the date the investigation is completed.	Y	Y	CY+1
PD-ER-0002-	HAZARDOUS MATERIALS CASES - CONFIDENTIAL - HOLD ON SITE Investigative files of incidents involving the spilling or dumping of hazardous materials.	Y	Y	CLO+5
PD-ER-0003-	SHORT DUMPING CASES - CONFIDENTIAL - HOLD ON SITE Investigative files related to illegal dumping.	Y	Y	CLO+5
PD-ER-0004-	INVESTIGATION JOURNAL - HOLD ON SITE Journal documenting date of case assignment, location, type of investigation, District Control number, unit control number, officer assigned, response reports, white papers and date of completion.		Y	CLO+5

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Sub-Department

/PD/FI/

Finance

<u>Series ID</u>	<u>Series Title</u> <u>Series Description</u>	<u>Confidential</u>	<u>Vital</u>	<u>Total Retention Requirement</u>
PD-FI-	POLICE - FINANCE			
PD-FI-0001-	PAYROLL PROCESSING - CONFIDENTIAL - EVENT DATE REQUIRED - HOLD ON SITE EVENT IS CONTROLLER AUDIT. Records of employee hours worked, recorded on time sheets, registers and vouchers, including overtime certification sheets, vacation exchange information and other records used to account for time and attendance.	Y	Y	AUD+5
PD-FI-0002-	FEDERAL FORFEITURE Supporting documentation for tracking of property or funds seized in Police work. Includes annual certificate, deposit summaries, computerized log of receipts and expenditures.			FY+7
PD-FI-0003-	EVIDENCE & SEIZED PROPERTY VOUCHERS - CONFIDENTIAL Vouchers documenting evidence returned to crime victims and release of seized property. Alos includes records for unclaimed property escheated to the State.	Y		FY+7
PD-FI-0004-	COLLECTIONS CASES Collections activity for companies that default on paying for special police services or overtime. Law Department may also have a copy.			CLO+5

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POLICE DEPARTMENT - Record Retention Schedule

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Sub-Department

/PD/FR/	Firearms Identification
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<u>Series ID</u>	<u>Series Title</u> <u>Series Description</u>	<u>Confidential</u>	<u>Vital</u>	<u>Total Retention Requirement</u>
PD-FR-	POLICE - FIREARMS IDENTIFICATION			
PD-FR-0001-	HOMICIDE / POLICE DISCHARGE EXAMINATIONS - CONFIDENTIAL Examination reports identifying weapons and ammunition involved in homicides or Police weapons discharges, arranged by Firearms Identification number. May also include reports explaining laboratory fees for potential reimbursement.	Y	Y	CLO+52
PD-FR-0002-	FIREARM EXAMINATIONS - CONFIDENTIAL Examination reports identifying weapons involved with specific incidents, except for homicides and Police weapons discharges / shootings, arranged by Firearms Identification number. May also include reports explaining laboratory fees for potential reimbursement.	Y	Y	CLO+52
PD-FR-0003-	FIREARMS RECEIVING LOG - CONFIDENTIAL Chronological record of examinations performed by unit, including Firearms Identification number, property receipt number, detective control number, complainant, defendant and examiner assigned to case.	Y	Y	CR+100

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Sub-Department

/PD/FU/	Narcotics Field Units
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<u>Series ID</u>	<u>Series Title</u> <u>Series Description</u>	<u>Confidential</u>	<u>Vital</u>	<u>Total Retention Requirement</u>
PD-FU-	POLICE - NARCOTICS FIELD UNITS			
PD-FU-0001-	NARCOTICS FIELD UNIT CASES - CONFIDENTIAL - HOLD ON SITE Files for controlled substance cases involving the Narcotics Field Units.	Y	Y	CLO+5

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Sub-Department

/PD/GN/	General Records
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<u>Series ID</u>	<u>Series Title</u> <u>Series Description</u>	<u>Confidential</u>	<u>Vital</u>	<u>Total Retention Requirement</u>
PD-GN-	POLICE - GENERAL RECORDS Records series that are common to many units within the Police Department.			
PD-GN-0001-	PRELIMINARY ARRAIGNMENT REPORTING SYSTEM (PARS) ARREST REPORTS - CONFIDENTIAL - HOLD ON SITE Reports of persons arrested, including defendant name, address, age, race, sex, and aliases; arresting officer name; district control number; crime classification code; date, time, and location of arrest; and the title of the offense(s). OFFICE OF RECORD: Reports Control. Appraisal: Records are often needed for court cases, but Reports Control Unit, as office of record, maintains them for 5 years in computer archives.	Y	Y	CY+1
PD-GN-0002-	COURT NOTICES - HOLD ON SITE Court system requests for Police personnel to appear in court or testify at hearings, including municipal court hearing lists, court busy notices, and court appearance requests. OFFICE OF RECORD: Court Liaison Unit. Appraisal: Court Liaison Unit maintains records CY+2; units have no need to retain longer.			CY+2
PD-GN-0003-	REQUESTS FOR PHOTOGRAPHS / FINGERPRINTS / RECORDS - CONFIDENTIAL - EVENT DATE REQUIRED	Y		

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Sub-Department

/PD/GN/

General Records

<u>Series ID</u>	<u>Series Title</u> <u>Series Description</u>	<u>Confidential</u>	<u>Vital</u>	<u>Total Retention Requirement</u>
(continued from previous page)				
	<p>EVENT IS DATE OF RECEIPT OF REQUESTED ITEMS. Records of public or other requests for criminal photographs, fingerprints, and / or records from the Police Department.</p> <p>OFFICE OF RECORDS: Criminal Records Unit.</p> <p>Appraisal: There is no administrative need to retain these records once the requested items have been received. The Criminal Records Unit maintains the source information and photographs that are requested.</p>			
PD-GN-0004-	<p>ASSIGNMENT SHEETS</p> <p>Sheets recording personnel and patrol assignments.</p> <p>OFFICE OF RECORD: Originating Unit</p> <p>Appraisal: According to a Police Department directive, records are required to be maintained for use in internal investigations. The originating units maintain these records.</p> <p>Retention requirement was reduced from CY+10 in compliance with a directive from the Police Commissioner, with approval from the Law Dept. - 8/4/11.</p>		Y	CY+5
PD-GN-0005-	<p>PROPERTY RECEIPTS</p> <p>Receipts for property taken into Police custody for lost and found, investigation, safekeeping, or evidence, including information about the person from whom it was taken and the circumstances of its receipt.</p> <p>OFFICE OF RECORD: Evidence Custodian</p> <p>Appraisal: Units to retain copies for only 3 years. Evidence Custodian retains record copy of the receipt for 15 years after property is released from custody.</p>			CY+3

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Sub-Department

/PD/GN/	General Records
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PD-GN-0006-	COMPLAINT / INCIDENT REPORTS - CONFIDENTIAL Reports of complaints received and incidents investigated by the Police Department, including a summary of events, date, time, location, and officer's name. 75-48 OFFICE OF RECORD: Reports Control Unit. Appraisal: Reports Control Unit, as office of record, maintains records for 10 years after the calendar year.	Y	Y	CY+3
PD-GN-0007-	COMPUTER MESSAGES - HOLD ON SITE Communications, notices and orders received by Units. OFFICE OF RECORD: Data Processing Unit.			CY+1
PD-GN-0008-	DAILY VEHICLE ACCIDENT TRANSMITTAL - HOLD ON SITE Reports of automobile accidents occurring each day in each district, including operator's name; date, time, and location of accident; district control number; accident investigation control number; and information on reports submitted.			CY+1
PD-GN-0009-	TRAFFIC TICKET CONTROL - HOLD ON SITE Record summarizing traffic violations issued from each ticket book -- including issuing officer, badge number, Police district, TVR number, and license plate number -- used for control of issued tickets. OFFICE OF RECORD: Traffic Court Liaison Unit. Appraisal: The Traffic Court Liaison Unit maintains records for 3 years after their creation; originating units have no need to retain past the payment of the fine.			CY+1
PD-GN-0010-	VEHICLE THEFT REPORTS - HOLD ON SITE			CY+1

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Sub-Department

/PD/GN/	General Records
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(continued from previous page)				
	<p>Reports of stolen automobiles, including district; owner or complainant name; location of theft; year, make, and model of auto; and insurance / finance information.</p> <p>OFFICE OF RECORD: Reports Control Unit.</p> <p>Appraisal: Reports Control Unit maintains records CY+5 to satisfy ongoing investigations.</p>			
PD-GN-0011-	<p>SEARCH WARRANT CONTROL</p> <p>Records documenting the Police service of search warrants, including date, warrant number, wanted person, charges, issuing authority, prosecutor and Police server of warrant.</p> <p>OFFICE OF RECORD: Issuing Unit.</p> <p>Appraisal: Issuing unit must retain records for potential use in court cases. There is no other Police unit that maintains like records.</p>			CY+5
PD-GN-0012-	<p>REGISTER OF ARRESTS</p> <p>Record of persons arrested, including date, time and location of the arrest; age, race, and sex of the arrested individual; arrest number; arresting officer; property and district control numbers; and any remarks from the arresting officer.</p> <p>OFFICE OF RECORD: Originating Unit.</p> <p>Appraisal: Police Units have no administrative need to retain beyond designated retention requirement.</p>		Y	CLO+5
PD-GN-0013-	<p>ROLL CALL COMPLAINTS - CONFIDENTIAL - HOLD ON SITE</p> <p>List of existing complaint conditions in a district to which officers must pay particular attention. Information on form is read at roll call.</p> <p>Appraisal: Records are merely routine notices.</p>	Y		CY+1

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Sub-Department

/PD/GN/	General Records
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PD-GN-0014-	DAILY COMPLAINT SUMMARY - CONFIDENTIAL - HOLD ON SITE Chronological log of complaints as received, including time, type of complaint, case number and brief summary. OFFICE OF RECORD: Originating Unit. Appraisal: Originating unit has no administrative need to retain beyond the designated retention requirement.	Y		CY+2
PD-GN-0015-	BUSINESS INFORMATION - CONFIDENTIAL - HOLD ON SITE Records of businesses and individuals designated for notification in an emergency, including the type of business and the name, address, and telephone number of the business owner. Appraisal: Records are often update superseded information no longer needed by Police Department.	Y	Y	SUP
PD-GN-0016-	PRISONER INFORMATION LOG - CONFIDENTIAL Record of prisoners detained in district cells, including cell number, prisoner name, charge, telephone use, and time checked in and out of the cell for interrogation, identification, fingerprinting or release. OFFICE OF RECORD: Originating Unit. Appraisal: Police Units have no administrative need to retain beyond the designated retention requirement.	Y	Y	CY+5
PD-GN-0017-	COMPLAINT/INCIDENT REPORT TRANSMITTAL LIST - CONFIDENTIAL District control log of complaints and incidents handled by Police Department, including date, time, and location of the incident and the status of any subsequent reports. Used as reference for unit commanders. OFFICE OF RECORD: Reports Control Unit. Appraisal: Reports Control Unit maintains records CY+10 for ongoing investigations.	Y	Y	CR+2

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Sub-Department

/PD/GN/	General Records
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PD-GN-0018-	COMPLAINT AND ASSIGNMENT JOURNAL - CONFIDENTIAL Log of complaints and assignments, including nature of complaint, district control number, complainant, and the status of subsequent reports. OFFICE OF RECORD: Originating Unit. Appraisal: Police Units have no administrative need to retain beyond designated retention requirement.	Y	Y	CR+2
PD-GN-0019-	PATROL LOGS - CONFIDENTIAL Chronological account of patrol assignments, arrests, complaints, and Police services. Appraisal: Need logs for Internal Affairs inquiries but the records must be moved off-site to prevent tampering/loss.	Y	Y	CLO+10
PD-GN-0020-	INVESTIGATOR ACTIVITY LOG - CONFIDENTIAL Log of complaints and assignments, including nature of complaint, district control number, complainant, and the status of subsequent reports prepared by detectives or other investigators. OFFICE OF RECORD: Originating Unit. Appraisal: Police units have no administrative need to retain beyond designated retention requirement.	Y	Y	CR+3
PD-GN-0021-	INTOXICATED RELEASE CERTIFICATES - CONFIDENTIAL Records certifying that an intoxicated person was released into a relative's custody. OFFICE OF RECORD: Originating Unit. Appraisal: Police units have no administrative need to retain beyond designated retention requirement.	Y	Y	CR+3
PD-GN-0022-	PORTABLE RADIO AND FLASHLIGHT CONTROL LOGS - HOLD ON SITE Records of the issuance and return of portable radios and flashlights.		Y	CY+1

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Sub-Department

/PD/GN/		General Records			
<u>Series ID</u>	<u>Series Title</u> <u>Series Description</u>	<u>Confidential</u>	<u>Vital</u>	<u>Total Retention Requirement</u>	
PD-GN-0023-	ABANDONED VEHICLE NOTICES - CONFIDENTIAL Notices to remove abandoned vehicle. One copy is sent to owner by registered mail; another is maintained by the originating office with subsequent records relating to vehicle. Also may include the transmittal list to notify districts of removals. OFFICE OF RECORD: Originating office	Y	Y	CY+5	
PD-GN-0024-	IMPOUNDED VEHICLE TOWING REPORTS - CONFIDENTIAL Detailed reports of vehicles towed, including reason for tow, date, time, location and the condition of the automobile. OFFICE OF RECORD: Originating office.	Y	Y	CY+5	
PD-GN-0025-	USE OF FORCE - CONFIDENTIAL - HOLD ON SITE Reports of force used by officers on duty, including information about the incident, witnesses, injuries and treatment. OFFICE OF RECORD: Internal Affairs. Appraisal: Internal Affairs maintains records for 15 years after creation.	Y	Y	CR+3	
PD-GN-0026-	VEHICLE OR PEDESTRIAN INVESTIGATION REPORTS - CONFIDENTIAL - HOLD ON SITE Reports of vehicles or pedestrians stopped by Police, including demographic information related to the stop. 75-48A. Working copies (paper) of electronic 75-48A's are to be retained 6 months. Electronic 75-48A's are to be retained for 2 years from creation date.	Y	Y	CR+2	
PD-GN-0027-	INVESTIGATIVE REPORTS - CONFIDENTIAL Investigative follow-up reports to complaints, incidents and / or offenses.	Y	Y	CY+1	

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Sub-Department

/PD/GN/		General Records			
<u>Series ID</u>	<u>Series Title</u> <u>Series Description</u>	<u>Confidential</u>	<u>Vital</u>	<u>Total Retention Requirement</u>	
PD-GN-0028-	MISSING PERSONS (LONG-TERM) CASES - CONFIDENTIAL - HOLD ON SITE Investigative files for persons missing longer than thirty days. Includes forms 75-74A and 75-571. Case is considered open until person is located. Any case with outstanding appeals or warrants is considered open. This record series was previously included under Juvenile Aid section of Police Department which has been disbanded. Note; Missing Person reports are scanned into the PIIN system by owning districts.	Y	Y	CLO+2	
PD-GN-0029-	CURFEW VIOLATIONS - CONFIDENTIAL - HOLD ON SITE Computer-generated violation notices for minors out beyond curfew. This record series was previously included under Juvenile Aid section of Police Department which has been disbanded.	Y	Y	CY+5	
PD-GN-0030-	GRAFFITI TAGS - CONFIDENTIAL - HOLD ON SITE List of citywide graffiti tags including photographs and investigation files. This record series was previously included under Juvenile Aid section of Police Department which has been disbanded.	Y	Y	SUP	
PD-GN-0031-	JUVENILE SEQUENCE NUMBER REPORTING SYSTEM - CONFIDENTIAL - HOLD ON SITE Computer generated records of the intake and release of juveniles in custody. This record series was previously included under Juvenile Aid section of Police Department which has been disbanded.	Y	Y	CR+2	
PD-GN-0032-	JUVENILE RELEASE - CONFIDENTIAL - HOLD ON SITE	Y	Y	CR+5	

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Sub-Department

/PD/GN/

General Records

<u>Series ID</u>	<u>Series Title</u> <u>Series Description</u>	<u>Confidential</u>	<u>Vital</u>	<u>Total Retention Requirement</u>
(continued from previous page)				
	Records of juveniles released into the care of a parent, guardian or other custodian. Records include control number, date and time of release and custodian's relationship to the juvenile. Includes form 75-411. This record series was previously included under Juvenile Aid section of Police Department which has been disbanded.			
PD-GN-0033-	JUVENILE FLOW CHART - CONFIDENTIAL - HOLD ON SITE Chronological record used to track juvenile processing. Includes form 75-602. This record series was previously included under Juvenile Aid section of Police Department which has been disbanded.	Y	Y	CR+10
PD-GN-0034-	NARCOTICS CASE FILES - CONFIDENTIAL - HOLD ON SITE Files for controlled substance cases. NOTE: This record series was previously included only under the Narcotics Unit section of Police Department, however, since all districts now handle these case files, it was requested by the Police Department that it also be included under Police General Records. (3/16/2007)	Y		CLO+5
PD-GN-0035-	VICTIM ASSISTANCE OFFICER REPORTS - CONFIDENTIAL Documentation resulting from interview with crime victims.	Y		CY+5
PD-GN-0036-	TRUANCY VIOLATIONS - CONFIDENTIAL Juvenile Contact Report and other documentation and information gathered on truants.	Y		CY+5
PD-GN-0037-	BUILDING ADMITTANCE AND VISITOR LOGS - HOLD ON SITE			CY+2

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Sub-Department

/PD/GN/	General Records
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(continued from previous page)				
PD-GN-0038-	SUSPECT LOGS - CONFIDENTIAL Logs of entry to and exit from agency facilities. Logs contain visitor name, organization or business, address, reason for visit or person / unit visited, and dates and times of entry and exit. Internal forms that investigative units have to fill out whenever a suspect is brought into an investigative unit. 75-640. Note: Hold on site 2 years prior to any transfer for offsite storage.	Y		CY+5
PD-GN-0039-	VICTIM / WITNESS LOGS - CONFIDENTIAL Internal forms that investigative units have to fill out whenever interviewing a complainant or witness brought into an investigative unit. 75-640A. Note: Hold on site 2 years prior to any transfer for offsite storage.	Y		CY+5
PD-GN-0040-	SUSPECT RELEASE FORM - CONFIDENTIAL Form used when a suspect is in custody and is released. Includes suspect's biographical information as well as date, DC#, assigned investigator, time suspect was detained and released, from & where he/she was detained, supervisor ordering the release and suspect signature. 75-642. Note: Hold on site 2 years prior to any transfer for offsite storage.	Y		CY+5

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POLICE DEPARTMENT - Record Retention Schedule

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Sub-Department

/PD/GR/	Graphic Arts
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<u>Series ID</u>	<u>Series Title</u> <u>Series Description</u>	<u>Confidential</u>	<u>Vital</u>	<u>Total Retention Requirement</u>
PD-GR-	POLICE - GRAPHIC ARTS			
PD-GR-0001-	COMPOSITE DRAWINGS - CONFIDENTIAL - HOLD ON SITE Original composite drawings of offenders taken from eyewitness descriptions.	Y	Y	CY+30
PD-GR-0002-	COMPOSITE LOG - CONFIDENTIAL - HOLD ON SITE Log of all composite drawing tasks performed by unit.	Y	Y	CY+30

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POLICE DEPARTMENT - Record Retention Schedule

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Sub-Department

/PD/HO/	Homicide
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<u>Series ID</u>	<u>Series Title</u> <u>Series Description</u>	<u>Confidential</u>	<u>Vital</u>	<u>Total Retention Requirement</u>
PD-HO-	POLICE - HOMICIDE			
PD-HO-0001-	HOMICIDE / SUSPICIOUS DEATH CASES - CONFIDENTIAL - ARCHIVE Homicide investigations may include property receipts, extracts of criminal records, incident reports, arrest reports, investigation reports, intelligence summaries, homicide summaries, crime detection service reports and post-mortem reports.	Y	Y	PRM
PD-HO-0002-	HOMICIDE INDEX BOOK - CONFIDENTIAL - RETAIN ON SITE Summary sheets recording the progression of homicide investigations.	Y	Y	CY+100

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POLICE DEPARTMENT - Record Retention Schedule

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Sub-Department

/PD/HP/ Highway Patrol

<u>Series ID</u>	<u>Series Title</u> <u>Series Description</u>	<u>Confidential</u>	<u>Vital</u>	<u>Total Retention Requirement</u>
PD-HP-	POLICE - HIGHWAY PATROL			
PD-HP-0001-	TOW TRUCK AGREEMENTS - HOLD ON SITE Records of agreements between tow truck operators and those whose car is to be towed as a result of an accident. A signed copy is maintained by the Highway Patrol in all cases.			CR+2
PD-HP-0002-	ESCORT BILLING - HOLD ON SITE Records related to reimbursable expenses incurred while performing escorts of trucks or other vehicles. May include bills, receipts and justifications.		Y	CR+2
PD-HP-0003-	VIP ESCORTS - CONFIDENTIAL - HOLD ON SITE Records related to dignitary escorts performed by Highway Patrol arranged by unique escort number.	Y	Y	CR+1
PD-HP-0004-	TRUCK INSPECTION REPORTS - CONFIDENTIAL - HOLD ON SITE Records of inspections ordered and carried out by Highway Patrol and any resulting fines or legal action.	Y	Y	CR+2

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POLICE DEPARTMENT - Record Retention Schedule

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Sub-Department

<u>/PD/IA/</u>	<u>Internal Affairs</u>
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<u>Series ID</u>	<u>Series Title</u> <u>Series Description</u>	<u>Confidential</u>	<u>Vital</u>	<u>Total Retention Requirement</u>
PD-IA-	POLICE - INTERNAL AFFAIRS			
PD-IA-0001-	INTERNAL AFFAIRS CASES - CONFIDENTIAL Investigations conducted as a result of citizen complaints against officers and internal investigations conducted by Internal Affairs. Also investigations of officers arrested, dismissed from the Police Department, or who resign or retire while an investigation or discipline is pending.	Y	Y	CLO+25
PD-IA-0002-	USE OF FORCE - CONFIDENTIAL Reports of force used by officers on duty, including information about the incident, witnesses, injuries and treatment.	Y	Y	CR+15

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POLICE DEPARTMENT - Record Retention Schedule

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Sub-Department

/PD/ID/		Records and Identification			
<u>Series ID</u>	<u>Series Title</u> <u>Series Description</u>	<u>Confidential</u>	<u>Vital</u>	<u>Total Retention Requirement</u>	
PD-ID-	POLICE - RECORDS AND IDENTIFICATION				
PD-ID-0001-	PRELIMINARY ARRAIGNMENT REPORTING SYSTEM (PARS) - DEFENDANT TRACKING SUMMARY - CONFIDENTIAL Chronological record used to track offender processing by providing date / time of arrest, intake, fingerprinting, identification, records check, photograph and arraignment.	Y	Y	CLO+5	
PD-ID-0002-	CRIMINAL PHOTOGRAPH - CONFIDENTIAL Mug shot of every offender processed. Information includes name, address, charge, date and physical description of offender.	Y	Y	CR+70	
PD-ID-0003-	CRIMINAL HISTORY RECORD - CONFIDENTIAL Includes palmprint and fingerprint identification, name, address, photograph number, charge disposition, complainant, arresting Police office and a record extract. NOTE: Criminal record may be expunged when individual reaches age seventy and has been free of arrest/prosecution for ten years following final release from confinement or supervision or individual has been dead for three years. ADDITIONAL NOTE: Criminal history file is electronic, with exception of fingerprint cards. Electronic version is considered official record.	Y	Y	CR+70	
PD-ID-0004-	EXPUNGEMENT LOGBOOKS - CONFIDENTIAL Logbooks showing criminal histories that have been expunged.	Y	Y	PRM	

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POLICE DEPARTMENT - Record Retention Schedule

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Sub-Department

/PD/IL/		Impound Lot		
<u>Series ID</u>	<u>Series Title</u> <u>Series Description</u>	<u>Confidential</u>	<u>Vital</u>	<u>Total Retention Requirement</u>
PD-IL-	POLICE - IMPOUND LOT			
PD-IL-0001-	CONFISCATED AUTO NOTIFICATIONS - HOLD ON SITE Notices in the form of memorandum or letter notifying owners and/or lien holders of automobiles in Police custody that the vehicle is no longer needed for investigation and can be released.		Y	CY+5

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POLICE DEPARTMENT - Record Retention Schedule

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Sub-Department

/PD/IM/ **IMPACT - Integrity Management Police Anti-Corruption Team**

<u>Series ID</u>	<u>Series Title</u> <u>Series Description</u>	<u>Confidential</u>	<u>Vital</u>	<u>Total Retention Requirement</u>
PD-IM-	POLICE - INTEGRITY MANAGEMENT POLICE ANTI-CORRUPTION TEAM (IMPACT)			
PD-IM-0001-	IMPACT CASES - CONFIDENTIAL Investigative files for instances of internal Police Department corruption, whether organized or isolated, arranged by year and by case number.	Y	Y	CLO+25

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POLICE DEPARTMENT - Record Retention Schedule

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Sub-Department

/PD/MA/ Marine

<u>Series ID</u>	<u>Series Title</u> <u>Series Description</u>	<u>Confidential</u>	<u>Vital</u>	<u>Total Retention Requirement</u>
PD-MA-	POLICE - MARINE			
PD-MA-0001-	UNUSUAL OCCURRENCES - CONFIDENTIAL - HOLD ON SITE Occurrences of special interest or concern that are handled by Marine Unit.	Y	Y	CR+3
PD-MA-0002-	LOG - HOLD ON SITE Record of all jobs performed by Marine Unit each year, including dives, rescues and special operations.		Y	CR+3

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POLICE DEPARTMENT - Record Retention Schedule

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Sub-Department

/PD/MG/	Management Review
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<u>Series ID</u>	<u>Series Title</u> <u>Series Description</u>	<u>Confidential</u>	<u>Vital</u>	<u>Total Retention Requirement</u>
PD-MG-	POLICE - MANAGEMENT REVIEW			
PD-MG-0001-	OVERTIME REVIEW - CONFIDENTIAL - HOLD ON SITE Study of monthly overtime use by the Homicide Unit of the Police Department.	Y		CY+2
PD-MG-0002-	INSPECTIONS AND AUDITS - CONFIDENTIAL - HOLD ON SITE Routine financial and operational inspections and audits of Police Department unit.	Y	Y	CY+3

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POLICE DEPARTMENT - Record Retention Schedule

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Sub-Department

/PD/MJ/	Major Crimes
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<u>Series ID</u>	<u>Series Title</u> <u>Series Description</u>	<u>Confidential</u>	<u>Vital</u>	<u>Total Retention Requirement</u>
PD-MJ-	POLICE - MAJOR CRIMES			
PD-MJ-0001-	PAWN SLIPS - HOLD ON SITE Copies of property slips completed by pawn broker and customer, arranged by pawn shop name.		Y	CY+1/3
PD-MJ-0002-	LINEUPS - CONFIDENTIAL - HOLD ON SITE Records related to the organization of lineups.	Y	Y	CY+5
PD-MJ-0003-	AUTO SQUAD CASES - CONFIDENTIAL - HOLD ON SITE Investigative records for cases involving stolen cars or other crimes related to automobiles.	Y	Y	CLO+5
PD-MJ-0004-	CRIMES AGAINST THE RETIRED OR ELDERLY (CARE) CASES - CONFIDENTIAL - HOLD ON SITE Investigative records for cases in the Crimes Against the Retired or Elderly (CARE) Unit.	Y	Y	CLO+3
PD-MJ-0005-	ECONOMIC CRIME CASES - CONFIDENTIAL Investigative records for cases in the Economic Crimes Unit.	Y	Y	CLO+20
PD-MJ-0006-	ROBBERY / BURGLARY CASES - CONFIDENTIAL Investigative records for cases in the Robbery/Burglary Unit.	Y	Y	CLO+5

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POLICE DEPARTMENT - Record Retention Schedule

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Sub-Department

<u>/PD/ML/</u>	<u>Mobile Communications</u>
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<u>Series ID</u>	<u>Series Title</u> <u>Series Description</u>	<u>Confidential</u>	<u>Vital</u>	<u>Total Retention Requirement</u>
PD-ML-	POLICE - MOBILE COMMUNICATIONS			
PD-ML-0001-	ALARM INFORMATION - CONFIDENTIAL - EVENT DATE REQUIRED - HOLD ON SITE EVENT IS DATE SYSTEM IS TAKEN OUT OF USE. Records regarding installation and maintenance of alarm systems in the Police Department.	Y	Y	ACT+3
PD-ML-0002-	RADIO SIGNATURE CARDS - EVENT DATE REQUIRED - HOLD ON SITE EVENT IS DATE RADIO RETURNED BY OFFICER. Records identifying the issuance of specific radios to sworn personnel.		Y	ACT+2

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Sub-Department

<u>/PD/MN/</u>	<u>Mounted</u>
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<u>Series ID</u>	<u>Series Title</u> <u>Series Description</u>	<u>Confidential</u>	<u>Vital</u>	<u>Total Retention Requirement</u>
PD-MN-	POLICE - MOUNTED			
PD-MN-0001-	MOUNTED HISTORY - EVENT DATE REQUIRED - HOLD ON SITE EVENT IS DATE HORSE LEAVES CITY SERVICE. Record of horses assigned to Mounted Unit, including release forms, veterinary records, medical charts and horse disposal forms.		Y	ACT+6
PD-MN-0002-	SPECIAL DETAILS - CONFIDENTIAL - HOLD ON SITE Special details performed by Mounted Unit including operations orders and critiques.	Y	Y	CR+3

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POLICE DEPARTMENT - Record Retention Schedule

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Sub-Department

/PD/MR/	Mail Room
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<u>Series ID</u>	<u>Series Title</u> <u>Series Description</u>	<u>Confidential</u>	<u>Vital</u>	<u>Total Retention Requirement</u>
PD-MR-	POLICE - MAIL ROOM			
PD-MR-0001-	ABANDONED VEHICLE TRANSMITTAL LISTS - HOLD ON SITE Certified notices to remove abandoned vehicles. These are transmittal lists of notices sent to Police districts for them to act on.		Y	CY+1

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POLICE DEPARTMENT - Record Retention Schedule

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Sub-Department

/PD/NA/	Narcotics
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<u>Series ID</u>	<u>Series Title</u> <u>Series Description</u>	<u>Confidential</u>	<u>Vital</u>	<u>Total Retention Requirement</u>
PD-NA-	POLICE - NARCOTICS			
PD-NA-0001-	NARCOTICS UNIT CASES - CONFIDENTIAL - HOLD ON SITE Files for controlled substance cases involving the Narcotics Unit.	Y	Y	CLO+5

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Sub-Department

/PD/OC/	Criminal Intelligence
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<u>Series ID</u>	<u>Series Title</u> <u>Series Description</u>	<u>Confidential</u>	<u>Vital</u>	<u>Total Retention Requirement</u>
PD-OC-	POLICE - CRIMINAL INTELLIGENCE			
PD-OC-0002-	NICKNAME INDEX - CONFIDENTIAL - EVENT DATE REQUIRED - HOLD ON SITE EVENT IS DATE OF LAST CRIMINAL ACTIVITY. Index of nicknames of individuals suspected of organized crime ties.	Y	Y	ACT+5
PD-OC-0003-	BIOGRAPHICAL INDEX - CONFIDENTIAL - EVENT DATE REQUIRED - HOLD ON SITE EVENT IS DATE OF LAST CRIMINAL ACTIVITY. Index of individuals suspected of organized crime ties.	Y	Y	ACT+5
PD-OC-0004-	DISSEMINATION LOG - CONFIDENTIAL - HOLD ON SITE Record of persons requesting information from Organized Crime. Intelligence Unit including type of information requested and received.	Y	Y	CR+3

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Sub-Department

/PD/PA/

Public Affairs

<u>Series ID</u>	<u>Series Title</u> <u>Series Description</u>	<u>Confidential</u>	<u>Vital</u>	<u>Total Retention Requirement</u>
PD-PA-	POLICE - PUBLIC AFFAIRS			
PD-PA-0001-	BADGE AND KEY - SEND 2 COPIES TO ARCHIVES UPON PUBLICATION Records pertaining to the monthly publication of Badge and Key, the magazine of the Police Department, including a copy of the finished product.			PRM
PD-PA-0002-	PHILADELPHIA MOST WANTED - ARCHIVE Records pertaining to the production of Philadelphia's Most Wanted, a television program informing the public about fugitives wanted by the Police including record of all individuals spotlighted by the program.			PRM
PD-PA-0003-	POLICE PERSPECTIVE - ARCHIVE Records pertaining to the production of Philadelphia's Most Wanted, a television program illustrating events inside the department.			PRM
PD-PA-0004-	CREATIVE OUTPUT BY PHILADELPHIA POLICE (COPP) - HOLD ON SITE Records related to Creative Output by Philadelphia Police - COPP.			CR+3
PD-PA-0005-	MEDIA CONTROL - HOLD ON SITE Records of the processing of press inquiries including Public Affairs control number, information requested and information given.			CY+3
PD-PA-0006-	PRESS RELEASES - HOLD ON SITE Copies of news articles and press releases issued by the Police Department to the media to inform about events, activities and accomplishments.			CR+3

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Sub-Department

/PD/PE/	Personnel
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<u>Series ID</u>	<u>Series Title</u> <u>Series Description</u>	<u>Confidential</u>	<u>Vital</u>	<u>Total Retention Requirement</u>
PD-PE-	POLICE - PERSONNEL			
PD-PE-0001-	BADGE FILES - HOLD ON SITE Records of badge numbers and the officers assigned to them, maintained for the life of the badge number.		Y	PRM
PD-PE-0002-	PERSONNEL HISTORY INDEX CARDS - HOLD ON SITE Records of employee personnel transactions, appointments and separations.		Y	PRM
PD-PE-0003-	EMPLOYEE HISTORY - CONFIDENTIAL - EVENT DATE REQUIRED EVENT IS EMPLOYEE SEPARATION. Records related to individual employment with the Police Department. Generally include appointment letters, evaluations, disciplinary actions, veterans status certifications, resumes, memoranda and correspondence related to employee and health insurance enrollment information.	Y	Y	SEP+7
PD-PE-0004-	TRANSFER REQUESTS - CONFIDENTIAL - HOLD ON SITE Requests by Police personnel to transfer assignments or units.	Y		CR+5

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Sub-Department

/PD/PK/	Traffic / Park
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<u>Series ID</u>	<u>Series Title</u> <u>Series Description</u>	<u>Confidential</u>	<u>Vital</u>	<u>Total Retention Requirement</u>
PD-PK-	POLICE - TRAFFIC / PARK			
PD-PK-0001-	SPECIAL EVENTS - CONFIDENTIAL - HOLD ON SITE Records related to the planning and control of special events in Fairmount Park including details and critiques of previous Police handling of events.	Y	Y	CY+3

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POLICE DEPARTMENT - Record Retention Schedule

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Sub-Department

/PD/PL/ Gun Permits and Tracking

<u>Series ID</u>	<u>Series Title</u> <u>Series Description</u>	<u>Confidential</u>	<u>Vital</u>	<u>Total Retention Requirement</u>
PD-PL-	POLICE - GUN PERMITS AND TRACKING			
PD-PL-0001-	FIREARMS LICENSES - CONFIDENTIAL - HOLD ON SITE Applications to purchase, sell and carry firearms. May include background investigations, affidavits of character reference and verifications of reason for license. No state or federal forms are retained on file.	Y	Y	CR+6
PD-PL-0002-	POLICE SHOOTING / DISCHARGE CASES - CONFIDENTIAL Investigations of all discharges of a Police Department weapon. NOTE: INTERNAL AFFAIRS CULLS CASE FILES, PURSUES CASES AND RETAINS THEM AS THE OFFICE OF RECORD. GUN PERMITS AND TRACKING ONLY RETAINS A SKELETON FILE OF THE INVESTIGATIONS.	Y	Y	CLO+5

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Sub-Department

/PD/PO/	Polygraph
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<u>Series ID</u>	<u>Series Title</u> <u>Series Description</u>	<u>Confidential</u>	<u>Vital</u>	<u>Total Retention Requirement</u>
PD-PO-	POLICE - POLYGRAPH			
PD-PO-0001-	VOICEPRINTS - CONFIDENTIAL - EVENT DATE REQUIRED - HOLD ON SITE EVENT IS EMPLOYEE SEPARATION. Voiceprints of all sworn officers.	Y		SEP+1
PD-PO-0002-	APPLICANT POLYGRAPHS - CONFIDENTIAL - HOLD ON SITE Records of polygraph examinations of all sworn officers. Includes form 75-474.	Y	Y	CY+3
PD-PO-0003-	POLYGRAPH CASES - CONFIDENTIAL Include original statement of cause, notice of right to counsel and copies of all opinions, reports or other records furnished by the examiner related to the testing. Includes forms 75-474, 75-476 & 75-477.	Y	Y	CR+50
PD-PO-0004-	POLYGRAPH INDEX - CONFIDENTIAL Index cards maintained as cross reference for Polygraph files. Two sets of cards are kept - one arranged by complainant name and the other by name of person tested. Includes form 75-473 & 75-474	Y		CR+50
PD-PO-0005-	VOICEPRINT INDEX - EVENT DATE REQUIRED - HOLD ON SITE EVENT IS EMPLOYEE SEPARATION. Index cards maintained as cross reference for voiceprint files.			SEP+1

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Sub-Department

/PD/PR/	Police Radio
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<u>Series ID</u>	<u>Series Title</u> <u>Series Description</u>	<u>Confidential</u>	<u>Vital</u>	<u>Total Retention Requirement</u>
PD-PR-	POLICE - POLICE RADIO			
PD-PR-0001-	GENERAL RADIO MESSAGES - HOLD ON SITE Copy of messages sent department wide.			CY+1
PD-PR-0002-	DRUNK DRIVER TRANSPORT LOG - HOLD ON SITE Record of Police transport of drunk drivers to district for processing.			CR+0/2
PD-PR-0003-	911 PROBLEM LOG - HOLD ON SITE Record of problems involving the 911 system.			CR+1
PD-PR-0004-	ZERO CAR AVAILABILITY - CONFIDENTIAL - HOLD ON SITE Record of instances where a Police car was not able to be dispatched.	Y		CR+1
PD-PR-0005-	911 MASTER TAPES - CONFIDENTIAL - HOLD ON SITE Audio tapes of 911 calls taken by Police Department radio room, recording the audio of phone taker positions and Police radio bands.	Y	Y	CR+0/1
PD-PR-0006-	911 TRANSCRIPT / TAPE REQUEST LOG - HOLD ON SITE Log of external requests for transcripts and audio tapes from the 911 system.			CR+3
PD-PR-0007-	911 TRANSCRIPTS - CONFIDENTIAL - HOLD ON SITE Copies of transcribed 911 calls prepared as a result of external requests for information.	Y	Y	CR+3
PD-PR-0008-	911 CALL LOG - HOLD ON SITE Chronological log of telephone numbers that call the city 911 system.		Y	CR+0/1

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POLICE DEPARTMENT - Record Retention Schedule

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Sub-Department

/PD/PR/

Police Radio

<u>Series ID</u>	<u>Series Title</u> <u>Series Description</u>	<u>Confidential</u>	<u>Vital</u>	<u>Total Retention Requirement</u>
PD-PR-0009-	BOMB THREAT LOG - HOLD ON SITE Log of telephone numbers that call the city 911 system to announce bomb threats or to report existence of a bomb.		Y	CR+1

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Sub-Department

/PD/PS/	Shooting Team
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<u>Series ID</u>	<u>Series Title</u> <u>Series Description</u>	<u>Confidential</u>	<u>Vital</u>	<u>Total Retention Requirement</u>
PD-PS-	POLICE - SHOOTING TEAM			
PD-PS-0001-	POLICE SHOOTING / DISCHARGE CASES - CONFIDENTIAL Investigations of all instances where a Police officer fires his or her weapon.	Y	Y	CY+50

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Sub-Department

/PD/RC/		Reports Control			
<u>Series ID</u>	<u>Series Title</u> <u>Series Description</u>	<u>Confidential</u>	<u>Vital</u>	<u>Total Retention Requirement</u>	
PD-RC-	POLICE - REPORTS CONTROL				
PD-RC-0001-	COMPLAINT / INCIDENT REPORT TRANSMITTAL LIST - CONFIDENTIAL List of incident reports due in to Reports Control arranged by district control number. Prior to July 1, 1997 this was form 75-169 now record is maintained as part of INCT incident tracking system.	Y	Y	CY+10	
PD-RC-0002-	COMPLAINT / INCIDENT REPORTS - CONFIDENTIAL - SCANNED IMAGE Reports of complaints received and incidents investigated by Police Department including a summary of events, date, time, location and officer name. 75-48 Note; In July 2014 official format of record switched from microfilm reel to scanned image.	Y	Y	CY+10	
PD-RC-0003-	INVESTIGATIVE REPORTS - CONFIDENTIAL Investigative follow-up reports to complaints, incidents and/or offenses.	Y	Y	CY+5	
PD-RC-0004-	VEHICLE THEFT REPORTS - CONFIDENTIAL - HOLD ON SITE Reports of stolen automobiles, including district, owner or complainant name, location of theft, year, make and model of auto and insurance / finance information.	Y	Y	CY+5	
PD-RC-0005-	PRELIMINARY ARRAIGNMENT REPORTING SYSTEM (PARS) - ARREST REPORTS - CONFIDENTIAL Reports of person arrested, including defendant name, address, age, race, sex and aliases, arresting officer name, district control number, crime classification code, date, time and location of arrest and title of offenses.	Y	Y	CR+5	
PD-RC-0006-	MISSING PERSONS REPORTS - CONFIDENTIAL Reports of missing persons, including date and time of report, appearance and habits of missing person, blood type and other identifying characteristics and name of the investigator assigned to the case.	Y	Y	CY+5	

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Sub-Department

/PD/RC/	Reports Control
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<u>Series ID</u>	<u>Series Title</u> <u>Series Description</u>	<u>Confidential</u>	<u>Vital</u>	<u>Total Retention Requirement</u>
PD-RC-0007-	SEIZURE ANALYSIS REPORTS - CONFIDENTIAL Reports of person arrested, including defendant name, address, age, race, sex and aliases, arresting officer name, district control number, crime classification code, date, time and location of arrest and title of offenses.	Y	Y	CY+5
PD-RC-0008-	APPLICATION FOR SEARCH WARRANTS - CONFIDENTIAL - HOLD ON SITE Affidavits attesting to probable cause for searches, including items to be searched for and their location and the signatures of the affiant and the warrant issuing authority.	Y	Y	CY+5
PD-RC-0009-	DETAINEE MEDICAL CHECKLIST - CONFIDENTIAL Medical evaluations of prisoners processed / detained at CCTV locations or at the Detention Unit.	Y	Y	CY+5
PD-RC-0010-	TOWING REPORTS FOR RECOVERED STOLEN VEHICLES - CONFIDENTIAL Detailed reports of recovered stolen vehicles towed, including date, time, location and condition of automobile.	Y	Y	CY+5

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POLICE DEPARTMENT - Record Retention Schedule

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Sub-Department

/PD/RE/	Recruitment
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<u>Series ID</u>	<u>Series Title</u> <u>Series Description</u>	<u>Confidential</u>	<u>Vital</u>	<u>Total Retention Requirement</u>
PD-RE-	POLICE - RECRUITMENT			
PD-RE-0001-	COPY BOOK - HOLD ON SITE List of names and addresses of individuals who have requested job information or applications for employment at the Police Department.			CY+2
PD-RE-0002-	ACTIVITY BOOK - HOLD ON SITE Log of activities performed by Police Recruitment Unit.			CY+3

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Sub-Department

/PD/RS/ Research and Planning

<u>Series ID</u>	<u>Series Title</u> <u>Series Description</u>	<u>Confidential</u>	<u>Vital</u>	<u>Total Retention Requirement</u>
PD-RS-	POLICE - RESEARCH AND PLANNING			
PD-RS-0001-	AWARDS AND COMMENDATIONS Requests from commanders and citizens nominating Police officers for awards and commendations. Records may include complimentary letters from citizens.			CY+2
PD-RS-0002-	PATROL SECTOR MAPS - HOLD ON SITE Outline maps designating assignments to patrol cases in the districts.			SUP
PD-RS-0003-	POLICY AND LEGISLATION - HOLD ON SITE All city and state regulations, ordinances and other legislation affecting Police operations. Records may also include federal regulations and departmental directives.			SUP
PD-RS-0004-	BASIC RESEARCH PROJECTS - CONFIDENTIAL - HOLD ON SITE Materials collected through investigation that deal with various programs and projects assigned by the Police Commissioner.	Y		CLO+4
PD-RS-0005-	SPECIAL OR MAJOR RESEARCH PROJECTS - CONFIDENTIAL Materials collected through investigation that deal with major programs and projects assigned by the Police Commissioner.	Y	Y	CLO+9
PD-RS-0006-	CRIME STATISTICS - HOLD ON SITE Crime statistics of all kinds.			CY+5
PD-RS-0007-	TRAFFIC ACCIDENT TRANSMITTALS - HOLD ON SITE Copies of bound volumes of summary records of traffic accidents in the city, produced by the Department of Records.			CY+5

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Sub-Department

/PD/RT/	Recruit Training
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<u>Series ID</u>	<u>Series Title</u> <u>Series Description</u>	<u>Confidential</u>	<u>Vital</u>	<u>Total Retention Requirement</u>
PD-RT-	POLICE - RECRUIT TRAINING			
PD-RT-0001-	RECRUIT TRAINING FOLDERS - CONFIDENTIAL - EVENT DATE REQUIRED - HOLD ON SITE EVENT IS EMPLOYEE SEPARATION. Records of the specific training of recruits, including registrations, background information and state forms arranged by class number and by name within class.	Y	Y	SEP+1
PD-RT-0002-	TRAINING SCHEDULES - HOLD ON SITE Schedule of hours spent by each recruit class on specific training modules, maintained to ensure state certification of Police training program, retained by class number.		Y	CY+3
PD-RT-0003-	EDUCATIONAL PSYCHOLOGIST - CONFIDENTIAL - HOLD ON SITE Recruits referred to the Educational Psychologist and the results of any tests which prompted the referral arranged by class number.	Y	Y	CY+1
PD-RT-0004-	REMEDIAL AGREEMENTS - HOLD ON SITE Agreements between Recruit Training and recruit to retake failed courses in their entirety including revised schedules and scores of retaken tests arranged by class number.		Y	CY+1
PD-RT-0005-	TEST ANSWER SHEETS - CONFIDENTIAL - EVENT DATE REQUIRED - HOLD ON SITE EVENT IS CLASS GRADUATION. Actual answer sheets of tests given by Recruit Training.	Y	Y	ACT
PD-RT-0006-	GENERAL CLASS LOG - EVENT DATE REQUIRED - HOLD ON SITE EVENT IS STATE AUDIT. Records of each recruit class including scheduling, attendance and certification information.		Y	AUD+1

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Sub-Department

/PD/SC/	School Crossing
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<u>Series ID</u>	<u>Series Title</u> <u>Series Description</u>	<u>Confidential</u>	<u>Vital</u>	<u>Total Retention Requirement</u>
PD-SC-	POLICE - SCHOOL CROSSING			
PD-SC-0001-	CROSSING GUARD SLIPS AND TALLY SHEETS - HOLD ON SITE Records of crossing guards assigned arranged by district.		Y	CR+3

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Sub-Department

/PD/SD/ Safety Division

<u>Series ID</u>	<u>Series Title</u> <u>Series Description</u>	<u>Confidential</u>	<u>Vital</u>	<u>Total Retention Requirement</u>
PD-SD-	POLICE - SAFETY DIVISION			
PD-SD-0001-	OFFICER MOTOR VEHICLE ACCIDENTS - CONFIDENTIAL Summaries of Police officer on-duty driving records, including internal investigations of accidents or incidents. NOTE: AT EMPLOYEE SEPARATION RECORDS ARE INTEGRATED WITH POLICE PERSONNEL EMPLOYEE HISTORY RECORDS.	Y	Y	
PD-SD-0002-	REGULATION 32 CASES - CONFIDENTIAL - EVENT DATE REQUIRED EVENT IS EMPLOYEE SEPARATION. Medical documentation and related records from cases of employees claiming disability under Civil Service Regulation 32. NOTE: SKELETON RECORD IS INTEGRATED INTO EMPLOYEE HISTORY FOLDER UPON SEPARATION. SAFETY DIVISION MAINTAINS SUMMARY REPORTS SPECIFICALLY RELATED TO DISABILITY FOR FIFTY YEARS AFTER SEPARATION.	Y	Y	SEP+50
PD-SD-0003-	ACCIDENT INVESTIGATIONS - CONFIDENTIAL - EVENT DATE REQUIRED EVENT IS SAFETY REVIEW BOARD HEARING. Motor vehicle accident reports involving Police vehicles, including date and time, summary of events and the completed 20 questions questionnaire portion of the accident investigation. 4/2/2012. Retention requirement increased to ACT+4 in compliance with Police Commissioner's Office approved Directive from City Solicitor's Office and the Police Department's Labor Relations Unit.	Y	Y	ACT+4
PD-SD-0004-	INJURY REPORTS - 82-S-58 - CONFIDENTIAL Reports of injury both on and off duty. NOTE: AT EMPLOYEE SEPARATION RECORDS ARE INTEGRATED WITH POLICE PERSONNEL HISTORY RECORDS.	Y	Y	

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Sub-Department

/PD/SF/	Narcotics Strike Force
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<u>Series ID</u>	<u>Series Title</u> <u>Series Description</u>	<u>Confidential</u>	<u>Vital</u>	<u>Total Retention Requirement</u>
PD-SF-	POLICE - NARCOTICS STRIKE FORCE			
PD-SF-0001-	NARCOTICS STRIKE FORCE CASES - CONFIDENTIAL - HOLD ON SITE Files for controlled substance cases involving the Narcotics Strike Force.	Y	Y	CLO+5

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Sub-Department

/PD/SV/	Special Victims
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<u>Series ID</u>	<u>Series Title</u> <u>Series Description</u>	<u>Confidential</u>	<u>Vital</u>	<u>Total Retention Requirement</u>
PD-SV-	POLICE - SPECIAL VICTIMS			
PD-SV-0001-	SPECIAL VICTIMS CASES - CONFIDENTIAL Special Victims investigative files arranged by district. Within district they are arranged by UCR code and district control number.	Y	Y	CLO+25

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Sub-Department

/PD/TC/ Traffic Court Liaison

<u>Series ID</u>	<u>Series Title</u> <u>Series Description</u>	<u>Confidential</u>	<u>Vital</u>	<u>Total Retention Requirement</u>
PD-TC-	POLICE - TRAFFIC COURT			
PD-TC-0001-	MOVING VIOLATION TRANSMITTAL LIST - HOLD ON SITE List of traffic violations submitted by Police districts arranged by month and district.		Y	CR+3
PD-TC-0002-	MOVING VIOLATIONS Copies of traffic tickets written by Police Department.		Y	CR+3
PD-TC-0003-	TRAFFIC VIOLATION CANCELLATIONS - HOLD ON SITE Cancellations of traffic violations submitted by Police Department arranged by district and by year.		Y	CR+3
PD-TC-0004-	SCOFFLAW COMPUTER CANCELLATIONS - CONFIDENTIAL - HOLD ON SITE Notices to expunge the computer records of traffic violators after fines are paid or other arrangements are made.	Y	Y	CR+3

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Sub-Department

/PD/TR/	<u>Traffic</u>
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<u>Series ID</u>	<u>Series Title</u> <u>Series Description</u>	<u>Confidential</u>	<u>Vital</u>	<u>Total Retention Requirement</u>
PD-TR-	POLICE - TRAFFIC			
PD-TR-0001-	SPECIAL DETAILS - CONFIDENTIAL - HOLD ON SITE Operational plans, details and critiques of special events involving Traffic District.	Y	Y	CR+3
PD-TR-0002-	REIMBURSABLE OVERTIME - HOLD ON SITE Records detailing operations where reimbursable overtime has been performed including officers involved, time spent and jobs performed.		Y	CR+3
PD-TR-0003-	OVERTIME BILLING DATABASE Database records of billing information for reimbursable overtime.		Y	CR+2
PD-TR-0004-	TAXI ENFORCEMENT CASES - CONFIDENTIAL - HOLD ON SITE Investigative files for arrests made by disbanded Taxi Enforcement Unit.	Y	Y	CLO+10
PD-TR-0005-	STATE TAXI VEHICLE INSPECTIONS - EVENT DATE REQUIRED - NOTIFY PUC 60 DAYS BEFORE DISPOSAL EVENT IS AUDIT. State inspections performed by disbanded Taxi Enforcement Unit.		Y	AUD+3
PD-TR-0006-	PUBLIC UTILITIES COMMISSION DECISIONS AND OPINIONS - OBTAIN PUC PERMISSION BEFORE DESTRUCTION Initial decisions, final decisions and opinions of the Public Utilities Commission maintained from the disbanded Taxi Enforcement Unit.		Y	CR+2

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Sub-Department

/PD/TW/	Tow Squad
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<u>Series ID</u>	<u>Series Title</u> <u>Series Description</u>	<u>Confidential</u>	<u>Vital</u>	<u>Total Retention Requirement</u>
PD-TW-	POLICE - TOW SQUAD			
PD-TW-0001-	TOWING REPORTS - HOLD ON SITE Detailed reports of vehicles towed including reason for tow, date, time location and condition of automobile.		Y	CY+5

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