
Retention Schedule

808.1 RETENTION SCHEDULE

This policy provides guidance on the retention and disposal of department evidence and records.

808.2 TERMINOLOGY

A. Record Titles and Description

1. Because the records titles used may not reflect the exact records titles used by everyone, the Retention Schedule provides a short paragraph that describes the use and typical contents of each record.

B. Retention Periods

1. Retention periods are based on legal requirements and/or on common usage and industry standards to meet typical administrative, operational or reference requirements. The Retention time-period indicates the minimum length of time that the record copy should be retained before disposal can take place. An approval process is in place to authorize the destruction of records in accordance with the Retention Schedule. Destruction of the following records require a dual review and approval process from the Evidence Manager and any of the following: Records Manager, Chief of Police, or Investigative Services Captain.

2. Evaluate records for continuing legal, fiscal, administrative, or historical value and determine whether they are the subject of any legal holds before proceeding with the authorized destruction. It is permissible to either destroy obsolete records at the end of the Retention period or to wait until the end of the year in which they become eligible for destruction.

a. Duplicate copies created for administrative purposes, retain for 1 year and then destroy.

b. Duplicate copies created for convenience or reference, retain until no longer needed for reference or 1 year, whichever is first, and then destroy.

c. Duplicate copies should not be retained longer than the record copy. §6-17-104, C.R.S., provides a default Retention period of three years for records that State law requires to be retained when no Retention period is otherwise specified.

C. Trigger Dates

1. Trigger dates are included in Retention periods whenever possible. A trigger date is the date of an event, action or cut-off point that begins the countdown to the end of the Retention period. An example of a trigger date in a Retention period is: "6 years after bond expires". When a trigger date is not specified, the countdown to the end of the Retention period begins on the date the file is closed, the date the file no longer has any administrative or reference value, or the date of the newest document in the file.

D. Duplicate Record Retention

Retention Schedule

1. In the event that the same record is listed in two or more approved record Retention schedules, the agencies involved may, by written agreement, choose to retain the record pursuant only to the schedule with the longest Retention period.

2. It is permissible to either destroy obsolete records at the end of the Retention period or to wait until the end of the year in which they become eligible for destruction.

808.3 DEFINITIONS

Closed Record- A file unit or records series containing documents on which action has been completed and to which more documents are not likely to be added.

CRS- Colorado Revised Statutes

Disposition- Actions taken regarding records no longer needed in current office space, including destruction pursuant to an approved records Retention schedule or permanent Retention of records in paper or other formats.

Duplicate Copies- Non-record copies of documents kept solely for ease of access and reference.

Format- The shape, size, style, and general makeup of a particular record.

Permanent Records- Records appraised as having sufficient historical or other value to warrant continued preservation by the Public Trustee beyond the time they are needed for administrative, legal, or fiscal purposes.

Record Copy- The official and "best" copy of a document retained by the official record custodian.

Retention Period-The minimum length of time that record must be kept.

Retention Schedule- A document approved by the Colorado State Archives providing authority for the minimum Retention periods and final disposition of Public Trustee records.

Series- Physical or intellectual groupings of records; file units or documents arranged according to a filing system or kept together because they relate to a particular subject or function, result from the same activity, document a specific kind of transaction, take a particular physical form, or have some other relationship arising out of their creation, receipt, or use.

808.4 PURPOSE OF POLICY

The Colorado State University Police Department's (CSUPD) Retention Schedule is intended to provide a comprehensive records Retention schedule for most records and evidence that are typically kept by the CSUPD. The Retention schedule will apply to the record copy, regardless of how it is stored (electronic, microfilm, digital image, paper, audio, or video recording, etc.). If the record copy of a permanent record is stored in electronic format, carefully determine that the storage system is nonproprietary and whether there is a capability to migrate these records

Retention Schedule

to the next generation of technology. Use of third-party Retention, e.g., financial institutions are acceptable, if full access is available.

808.5 ADMINISTRATION RECORDS

Legal Opinions

Communications and legal advisory opinions written by legal counsel to give advice regarding the legality or legal consequences of various courses of action and to present the basis and rationale for legal recommendations.

A. Enduring Long-Term Value- Legal counsel communications that have long-term administrative, policy, legal, fiscal, historical, informational, reference or research value. Retention: Permanent.

B. Routine Value- Routine legal counsel communications that contain no long-term significant administrative, policy, legal, fiscal, historical, informational, reference or research value. Retention: 2 years, then evaluate prior to destruction to determine that there is no further value. Reference: Accounting best practices.

Master Copies (Forms, Letters)

Communications and legal advisory opinions written by legal counsel to give advice regarding the legality or legal consequences of various courses of action and to present the basis and rationale for legal recommendations.

A. Enduring Long Term Value- Legal counsel communications that have long-term administrative, policy, legal, fiscal, historical, informational, reference or research value. Retention: Permanent

B. Routine Value- Routine legal counsel communications that contain no long-term significant administrative, policy, legal, fiscal, historical, informational, reference or research value. Retention: 2 years, then evaluate prior to destruction to determine that there is no further value. Reference: Accounting best practices.

Accreditation Records

A. Evaluation reports from accreditation organizations, Retention: Permanent, no destruction.

B. Final reports sent to accreditation organizations, Retention: Permanent, no destruction.

C. Self-evaluation reports, Retention: Permanent, no destruction.

D. Statistical data, Retention: Permanent, no destruction.

E. Working papers, Retention: Permanent, no destruction.

Adult Offender Felony Arrest Records

A. Major Felonies and Violent Crimes, Retention: Permanent, no destruction

Adult Offender Felony Arrest

A. Other -Retention: 5 years plus current, shred

Colorado State University Police Department

Policy Manual

Retention Schedule

Adult Offender Misdemeanors

- A. Retention: 3 years plus current, shred.

Arrest and Booking Logs

- A. Retention: 4 years plus current=5 years, shred

Audit Reports

- A. Retention: 10 years or until no longer needed for reference, whichever is longer, shred.

Coroner's Records

- A. Retention: Permanent, no destruction.

808.6 CORRESPONDENCE AND GENERAL DOCUMENTATION

Correspondence is a written communication that is sent or received via U.S. mail, private courier, facsimile transmission, or electronic mail, including letters, postcards, memoranda, notes, telecommunications, and any other form of written communications. The term general documentation is intended to cover a wide variety of records created in the normal course of business.

Enduring Long-Term Value

A. Documentation or correspondence, including e-mail messages, with lasting long-term administrative, policy, legal, fiscal, historical or research value; records that relate to policy issues and actions or activities in which an important precedent is set; records of historic events; and other similar records and documentation. Permanently, no destruction.

Routine Value

A. Routing operating documentation or correspondence with limited administrative, legal, fiscal, historical, informational, or statistical value. Includes routine e-mail messages, letters, or memoranda, reading or chronological files that contain duplicates of memos or letters also filed elsewhere, routine requests for information, transmittal documents, etc. Permanent, no destruction.

Job Procedures

A. Policies and Procedures documentation- Written directives, instructions, rules, and guidelines documenting policies and procedures, including departmental or organization-wide directives or orders, policy or operations manuals, instruction manuals, handbooks and memoranda setting our responsibilities and memoranda setting our responsibilities and guidelines or outlining policies and procedures.

1. Clerical or other routine manuals

- a. Retention: 2 years after superseded or obsolete

Retention Schedule

b. Reference: Accounting best practices

2. Policies and Procedures and Supporting Documentation- Documentation, including written materials such as personnel policy manuals and standard operating procedures, that have long term value in determining current and past policies or procedures in liability cases, personnel disputes, and other circumstances; includes supporting documentation relating to the development, formulation, establishment, rationale, approval and implementation of such policies and procedures.

a. Retention: Permanent.

Transitory Value

A. General documentation or correspondence of extremely short-term value, including advertisements, drafts and worksheets, desk notes, copies of materials circulated for informational "read only" purposes, other records, including email messages, with preliminary or short-term informational value.

1. Retention: Until material has been read

2. Shred

Policy and Procedures

A. Handbooks, mission and policy statements, official procedures guidelines, organizational charts, and strategic planning documents.

1. Retention: Permanent. Previous policies should be retained for 5 years post revision unless a separate document memorializes the changes.

2. Shred.

808.7 ELECTRONIC RECORDS IN GENERAL

Computer generated and maintained records and associated metadata in electronic formats retained for recordkeeping purposes, including, but not limited to audio and video digital recordings; email messages and attachments; imaged records, data bases, and word processing files, recorded video conferences, digital photos, geographic information system datasets, and all other records retained in electronic format.

Electronic Records (Copies) Retained Solely for Convenience

A. Until no longer needed, provided that definitive or record copy of record is retained for applicable retention period, delete.

Electronic Records Retained for Recordkeeping Purposes

A. Based on content, retain for a period for specific type of record i.e. electronic records have the same retention periods as paper or microfilm records with the same content. Note: For records that have long retention periods (10 years or longer) see: Guidelines for long term preservation of records, delete.

Colorado State University Police Department

Policy Manual

Retention Schedule

808.8 EMAIL

CRS 24-80-101 specifies that electronic mail messages are not records "unless the recipient has previously segregated and stored such messages as evidence of the organization, functions, policies, decisions, procedures, operations, other activities of the government or because of the value of the official governmental data contained therein." Generally, email messages can be described as correspondence. Email attachments or records linked within email messages should be retained with like record series outside of the email system. Metadata should also be retained with the corresponding email message or attachment.

Enduring Long-Term Value Email, Retention: Permanently, no destruction

Routine Value Email, Retention: 2 years, delete

Transitory Value Email, Retention: until material has been read, delete

Email Attachments and Records linked within an email message, Retention: Follow retention periods set forth for comparable records (ex. case files), delete

Social Media Records (Twitter, Facebook, YouTube, LinkedIn, includes posts, comments, screenshots, downloads, back-up records. Retention: 2 years, delete or shred.

Expungement Records, records of sealing or expungement, Retention: until sealed record is destroyed pursuant to retention schedule, shred.

Felony Case Files, Retention: 4 years from the year of filing if the case has not been bound up to district court. If the case has been bound up to district court, keep permanently, shred.

General Orders Issued by Chief, directives or standard operating procedures issued by the Chief governing the overall population and administration of the department. Retention: permanent, no destruction

Grants (Awarded): Files pertaining to the application, administration, and monitoring of grants as Law Enforcement Assistance Fund (LEAF), Department of Local Affairs (DOLA), victim assistance grants, etc. These may include award modifications, budget and finance reports, correspondence, reports required by the granting agency, and close out letter. Retention: 3 years after the submission of the final grant report, provided the requirement of the granting agency have been satisfied, shred.

Grants (Rejected): Files pertaining to the application process for grant funds. Retention: 2 years after rejection or withdrawal, shred.

808.9 COMMUNICATIONS: RECORDS RELATING TO THE COMMUNICATIONS FUNCTIONS

Unit Shift Briefing Sheet: summaries of communication unit activity maintained by each shift to inform incoming shifts of previous shift activities. Retention: 2 months, shred.

Colorado State University Police Department

Policy Manual

Retention Schedule

808.10 DISPATCH RECORDS:

Computer Aided Dispatch (CAD): Online computer database containing information on all calls for service received by the CSUPD and dispatch. Retention: 5 years, overwrite until unreadable.

Dispatch Historical Informational Files: Historic communications, information relating to CSUPD dispatch functions, training, equipment, etc. Retention: Permanent, no destruction

Request Forms: Dispatch phone and radio recording request forms. Retention: 90 days, shred.

Dispatch Recordings: Audio recordings made to monitor and record law enforcement and other protective or emergency services, radio transmissions, including police and fire, police and fire emergency 911 calls, rescue, or ambulance dispatch calls. Retention: 90 days, overwrite until unreadable.

808.11 EMERGENCY 911

Emergency 911: Records relating to emergency 911 and reverse 911 system, including citizen notifications. Retention: 2 years, overwrite until unreadable.

Radio: Federal Communication Commission (FCC) Radio Station License. Retention: 1 year after expiration of license, shred

Radio Site Maintenance Log: Radio site maintenance log containing summary of all radio maintenance and other maintenance activities completed at radio transmitter sites, as required by FCC regulations. Retention: 2 years, shred.

Teletypes: National Crime Information Center/Colorado Crime Information Center (NCIC/CCIC). Informational teletypes received via NCIC and CCIC for entry to the CSUPD's computer system, follow-up teletypes from other law enforcement departments. Retention: 30 days, shred.

808.12 EMERGENCY MANAGEMENT RECORDS

Emergency Management Records electronic database that shows inspection history. Retention: Permanent, no destruction.

Emergency Management Records paper records not needed-keep electronic database that shows latest (refresher training)+ initial training date. Retention: remains in system until employee leaves the University.

Emergency Response Plans and Procedures-Retention: Until superseded.

808.13 EVIDENCE AND LABORATORY

Chemical Blood Testing Reports (Crime Lab Reports)-Reports requested by the CSUPD for chemical blood testing (such as DNA testing) to determine genetic markers, performed by CBI or other agencies (General Reference: CRS 18-1-1101).

1. Felony investigations that do not result in charges filed (CRS 18-1-1103(1)). Retention: Life of case file, shred

Retention Schedule

2. Criminal investigations that result in a conviction. Retention: Life of case file, shred.

Biological Evidence- The crime lab supervisor shall ensure that no biological evidence held by the Agency is destroyed without adequate notification from the District Attorney's Office. The case closure will have the following statement if DNA destruction is permissible. **The defendant, as part of his plea agreement, has stipulated to the release or destruction of evidence, in the attached list, which may contain DNA. Indefinitely or until a court order is received, burn.**

DNA evidence will not be destroyed without the above statement.

1. Class 1 felonies will be held indefinitely without exception. See ****Retention Exceptions**** for other exceptions to this policy.

Identification Card Records-Retention: 1 year after the employee or student separation, shred.

Logs- Automatic fingerprint identification system (AFIS) fingerprint logs, crime scene processing logs, laboratory field work logs, laboratory work logs, marijuana testing logs, etc. Retention: Permanent as documentation of qualifications of crime lab technicians as expert witnesses, no destruction.

Other Crime Lab Reports- Reports regarding crime lab work findings, and supporting documentation such as laboratory request forms, vehicle hold/release sheets, etc. Retention: Life of related case file, shred.

808.14 EVIDENCE RECORDS

Evidence and Property Audit Records- Audit reports detailing the authorized destruction or disposal of property and evidence associated with CSUPD cases, including drugs, drug paraphernalia, weapons, currency, explosives, armored or bulletproof clothing, unlawful property, etc. Retention: Until completion of succeeding evidence and property audit, shred.

Evidence Logs (case specific)- Logs documenting the receipt, transfer and release of materials taken into evidence for specific cases, including property reports, release records, evidence tags and similar records. Retention: Life of related case file or life of the defendant, whichever is later, shred.

808.15 PHYSICAL EVIDENCE

Class 1 Felony (to include death, homicide, kidnapping, treason, sex assault on a child, forgery). All physical evidence falling into this category will not be disposed of regardless of conviction. Retention: indefinitely, no destruction.

Class 2, 3, 4, 5, 6 Felony- Evidence in this category must be researched before disposition. Case must be closed. The court may also provide orders to destroy evidence which superceded this policy. CSUPD will adhere to all orders given by the court. Retention: 3 years after the date of the offense (UNFILED), 3 years after case closure (CONVICTED), return, burn, shred, or auction.

Colorado State University Police Department

Policy Manual

Retention Schedule

Misdemeanors- Evidence technician must conduct case research to ensure case is closed. The court will not provide order for destruction for misdemeanor cases. Retention: 18 months after the date of the offense (UNFILED), 18 months after the case closure (CONVICTED), Return, burn, shred, or auction.

Petty Offenses/Unclassified offenses- Evidence technician must conduct case research to ensure case is closed. The court will not provide orders for destruction for petty offense/unclassified cases. Retention: 12 months after the date of offense (UNFILED), 12 months after case closure (CONVICTED), return, burn, shred, or auction.

Traffic- Evidence technician must conduct case research to ensure case is closed. The court will not provide orders for destruction for traffic cases. Retention: End of current year (plus 1 year) after the date of offense. E.X: Crime committed 10/15/18. End of current year= 01/01/19. Plus 1 year=01/01/20, return, burn, shred, or auction.

Evidence and Property Room Sign-In Log- Log of persons admitted to the evidence and property storage area. Retention: Permanently, no destruction.

Considerations during case research for disposition of evidence:

Case must be closed. The case closure date must be notated on the disposition tracer.

Case must be reviewed from crime type as some crime types require longer retention periods.

There must be no active and open warrants on the case.

Crime type (felony 1-5/misdemeanor/petty/traffic) must be documented on the disposition tracer.

Case must be past its retention period.

The case officer is responsible for completing and submitting the disposition tracer within 15 days. If the case officer keeps a disposition tracer for over 30 days, the officer's supervisor will be notified. All disposition tracers will be maintained as a record in both the BEAST system and ARS.

Retention Exceptions

Class 1 felonies-Indefinitely

Arson-Indefinitely

Attended/Unattended Death-Indefinitely

Forgery-Indefinitely

Homicide-Indefinitely

Kidnapping-Indefinitely

Sex Assault on a Child-Indefinitely

Treason-Indefinitely

Colorado State University Police Department

Policy Manual

Retention Schedule

All felony or non-felony sex assaults-Indefinitely

Wiretap (10 years or by court order)

Unlawful sexual contact non-felony (5 years after date of offense or 9 years if the victim is under the age of 15)

Vehicular Homicide or Leaving the scene of an accident with a fatality- (5 years or 10 years if both these crimes were charged in the same incident).

Crimes against the government or tax evasion (6 years from the date of offense).

References: C.R.S. § 16-5-402 18 U.S. Code § 2518 (8) (a). C.R.S. § 16-5-401 (1) (a). C.R.S. § 18-3-402. 18-6-403. C.R.S. § 16-5-402 (7), C.R.S § 18-3-404. C.R.S. § 18-3-404. C.R.S. § 42-4-1601. 20 C.R.S. § 16-5-401 (a.5). 21 C.R.S. § 42-4-1702. C.R.S. § 42-4-1708. C.R.S. 18-1-1104 (2). C.R.S. § 18-1-1101. C.R.S. § 18-1-1103.

808.16 DATA STORAGE AND RETENTION (INCLUDES BODY WORN CAMERAS)

Data gathered by the body worn cameras (BWC) shall be retained and stored by this department or an authorized third-party for a minimum of one (1) year from the date of creation however shall not exceed four (4) years unless it has evidentiary or exculpatory value in a criminal or civil action. In those circumstances, the applicable data should be downloaded from the server and booked into the Evidence Section via the BEAST and will be retained following the Colorado State University Records Retention Schedule.

Any third parties acting as an agent in maintaining BWC footage shall not be permitted to independently access, view or alter any video footage, except to delete videos as required by law or this agency's retention policies.

Digital Evidence (Evidence.com) Retention Length Based on Category

Uncategorized: until manually deleted

Case report: 4 years

CEW Firing Log: 3 years

Incident only: 1 year

Non-event: 1 year

Pending review-until manually deleted

restricted: until manually deleted

traffic- 3 years

Colorado State University Police Department

Policy Manual

Retention Schedule

training demo- until manually deleted

Retained per Retention Request- Until manually deleted

Data gathered by BWC footage involving:

Any use of force. Retention: minimum of 3 years, overwrite until unreadable

Events leading up to and including an arrest for a felony-level offense, or events that constitute a felony-level offense. Retention: minimum of 4 years, overwrite until unreadable.

An encounter about which a complaint has been registered by a subject of the video footage. Retention: minimum of 3 years, overwrite until unreadable.

Data Gathered by BWC if a longer retention period is voluntarily requested by:

Law enforcement, if the video footage is being retained solely and exclusively for department training purposes. Retention: Minimum of 3 years, overwrite until readable

Any member of the public who is a subject of the video footage. Retention: minimum of 3 years, overwrite until readable.

Any parent or legal guardian of a minor who is the subject of the video footage. Retention: Minimum of 3 years, overwrite until unreadable.

A deceased person's next of kin or legally authorized designee. Retention: minimum of 3 years, overwrite until unreadable.

Any member of the public, parent or legal guardian of a minor, or deceased subject's next of kin or legally authorized designee who is a subject of video footage, shall be permitted to review that specific video footage to make a determination as to whether they will voluntarily request it to be subject to a three (3) year retention period.

Pursuant to Colorado's Criminal Justice Records statutes, it is the goal of this policy to support and promote openness in government by releasing non-confidential video recordings to the public upon request. This policy must also ensure that the privacy of victims, witnesses and suspects is maintained whenever feasible. MVR and BWC video footage should not be divulged or used for any commercial or other non-law enforcement purpose. This policy will not affect the release of recordings pursuant to a court order or subpoena. Nothing in this policy shall be read to contravene any laws governing the maintenance and destruction of evidence in criminal investigations and prosecutions. Data gathered by the BWC may be used and shared with the District Attorney's Office or other law enforcement agencies only as permitted by law.

Colorado State University Police Department

Policy Manual

Retention Schedule

808.17 INVESTIGATIONS

Confidential Informant Files-Information pertaining to the identity of confidential informants, including, but not limited to, the informant's name, address, telephone number, race, sex, height, hair/eye color, social security number, date of birth, criminal history report, fingerprint card, photographs, and names of family members, may include records of any payments to the informant. Retention: 5 years following last contact with the informant, shred.

Intelligence Files- Records containing information regarding individuals and groups. Retention: No longer than 5 years after becoming obsolete or no longer relevant, shred.

Logs- Listings tracking specific routine daily activities, such as alarm checks, logs of court subpoenas served, logs of crimes in specific areas, criminal history check log sheets retained for National Crime Information Center (NCIC) audits, authorized firearms, dispatch logs, DUI logs, home check logs, offense logs, traffic accident, welfare check, log of warrants and detainers received from other jurisdictions, inmate mail logs, etc. Retention: 2 years, shred.

Search Warrants-Not connected to a particular case. Not connected to a particular case by notice being filed by law enforcement or district attorney's office. Retention: 3 years from the year of filing, unless placed in case file or introduced as exhibit, shred.

Search Warrants-Connected to a particular case. Connected to a particular case. Retention: refer to case class retention period, i.e. misdemeanor, criminal, shred.

Wiretap Information- Application, order, recording. Retention: Permanent or may be destroyed only after 10 years and with an order from the court pursuant to § 16-15-102 (8), C.R.S., shred/overwrite until unreadable.

Annual Wiretap Report- Retention: Permanent, no destruction. Transfer records more than 10 years old to State Archives.

Information Request Forms- Retention: 2 years, shred.

Internal Affairs Investigations- Records pertaining to internal investigations regarding police conduct or actions, board of inquiry proceedings, and any subsequent disciplinary actions. Retention: permanent (since October 2016), no destruction.

Juvenile Delinquency Case Files (JD or JV)- Other than sex offenses, F1, F2, or crime of violence. Retention: 15 years from the year of filing, shred.

Juvenile Delinquency Case Files (JD or JV)- Sex offenses, F1, F2, or crime of violence. Retention: Permanently, no destruction.

808.18 PASSIVE SURVEILLANCE RECORDS

Records created by a digital video camera, video tape camera, closed circuit television camera, film camera, photo radar recorder, or other image recording device positioned to capture moving or still pictures or images of human activity on a routine basis or for security or other purposes per CRS 24-72-113. Not applicable to passive surveillance records of any correctional facility or local jail.

Colorado State University Police Department

Policy Manual

Retention Schedule

Records for which no notice of claim has been filed, or there has been no specific incident that may cause the record to become evidence in any proceeding. Retention: 1 year after creation of records (Note: records must be destroyed at the expiration of the retention period) CRS-24-72-113 (2) (a), overwrite until readable.

Records for which there has been a notice of claim filed. Record must also include the person who accessed the record and the reason for which the record was accessed per CRS 24-72-113 (2) (a). Retention: 3 years after creation of record (Note: record must be destroyed at the expiration of the retention period) CRS 24-72-113 (2) (a), overwrite until readable.

Seizure Fund Documentaion- Records relating to the fund for monies accrued as a result of a court-ordered seizures and disposition of property connected to vice, narcotics, and other crimes. Retention: 7 years, shred.

808.19 PATROL

Case records- Case files, incident reports, offense reports, crime stopper reports, activity summaries, accident reports, fingerprint cards and files, photographic records of suspects and persons convicted of crimes (including photographic prints and negatives), photographic records of crimes scenes (including photographic prints and negatives), video and audio recordings of crime scenes and interviews with witnesses or suspects, lie detector test records and other records pertaining to cases handled by CSUPD.

Death Case Records- Non criminal. Retention: 10 years, shred.

Felony Case Records (Other)- Other felony cases, special investigations related to aggravated assault, arson without fatalities and similar cases. (CRS 16-5-401). Retention: 10 years, shred.

Incident Reports- Retention: 3 years plus current, shred.

Misdemeanor Case Records- Misdemeanor cases, petty offenses, traffic offenses and similar cases (CRS 16-5-401). Retention: 3 years, shred.

Offense Reports-Retention: Permanent for serious offenses; 10 years for all other offenses, shred.

Traffic Accident Case Records-

A. Fatalities: Retention, permanent, no destruction

B. Accident w/Injury: Retention, 5 years from date of accident or injury, shred.

C. Non-Fatal Traffic Accidents: Retention, 3 years, shred.

808.20 NON-CASE RECORDS

Alarm Records- Records of false alarms, warnings issued and user fee assessments, notifications of unreliable alarm systems, etc. Retention: 2 years after completion, shred.

Community Relations Records- Records of outreach and public relations efforts, neighborhood mediation, presentations, and similar community outreach efforts. Retention: 2 years after completion, shred.

Colorado State University Police Department

Policy Manual

Retention Schedule

Field Contact- Tour of duty reports (TDR) daily log of officers, supervisors and other personnel's activities during shifts, showing times and locations of calls, and statistics based on activities. Retention: 2 years, shred.

Field Contact records- Records of contacts with businesses, complainants, juveniles, victims, or witnesses after which no incident report is filed. Retention: 3 years, shred.

Intoxilyzer Log- Log of intoxilyzer tests conducted to determine suspect's level of intoxication, showing date and time of test; name, date of birth, and gender of subject; arresting officer, testing officer, test results, and case report number. Retention: 3 years, shred.

License Plate Recognition Data- Data and images recorded by means of automated license plate recognition systems (one or more mobile or fixed high-speed cameras combined with computer algorithms to convert images of registration plates into computer-readable data) used to capture license plate numbers for parking enforcement, booting, stolen vehicle identification or other law enforcement purposes. Retention: 21 days EXCEPT "hits" are retained for life of related case file, overwrite until unreadable.

Ride-Along Program Records- Records of programs that allow citizens to ride along with police officers. Retention: 3 years, shred.

Denied Ride-Along Records- Retention: 3 years, shred.

Vehicle Records- Abandoned vehicles impound notice, report of abandoned vehicle, report of sale of abandoned vehicle. Retention: 2 years after last action or final payment, shred.

Vehicle Impound Records- Records documenting the impoundment of licensed and non-licensed motorized vehicles and sports craft that have been taken into custody for violations of laws that govern their use, operation, and ownership. Retention: 2 years after the vehicle is released to owner or otherwise disposed of, shred.

808.21 RECORDS

Records Checks- Retention: 2 years plus current, shred.

Record Management Records- Record disposition schedule. Retention: Permanently, no destruction.

Requests for Release of Information- Requests for public release of information such as E-9-1-1, dispatch phone and radio recordings, reports, incident histories, etc. Retention: 2 years after request is answered, shred.

Major Crimes- Arson, aggravated assault, homicides, kidnapping, deaths, missing persons, robbery, forgery, theft of public funds, traffic fatalities. Retention: Permanently, no destruction.

Mental Health Case Files- Retention: Permanently, no destruction.

Mental Health- Dispose of as per order of the court. If no applicable order exists, then the following applies: 35 days after the expiration of the appeal period following a final judgment in the case. The clerk of the court shall provide notice to each attorney of record, party, advising that the exhibit(s)

Colorado State University Police Department

Policy Manual

Retention Schedule

will be disposed of by court order unless claimed within 35 days. Regular first-class postage or postcards are permitted for these notices, provided a record is made of each mailing and response, if any. Any questions of ownership shall be decided by the court. The court may deny the return of any exhibit for cause (i.e. weapons, drugs, or other contraband). Retention: Per court order, shred.

Misdemeanor Case Files to Destroy- Including petty offenses, with the exception of the cases listed to retain below. Retention: 4 years from the year of filing, shred.

Misdemeanor Case Files to retain- DUI/DWAI, sex offense cases (cases requiring registration as sex offender), domestic violence charges. Retention: 20 years, shred.

Traffic Citations- Duplicate copy of traffic citations issued. Retention: 2 years, shred.

Traffic Infraction Case Files- Retention: 2 years from the year of filing, shred.

Traffic Case Files to Retain- DUI/DWAI. Retention: 20 years, shred.

Traffic Case Files to Destroy- Everything except DUI/DWAI. Retention: 4 years from the year of filing, shred.

Weapons and Firearms- Authorizations to Carry-Officers- Records of types of firearms and weapons carried by officers including authorization to carry weapons, maintenance, indication that the weapon has been checked, and that the officer qualifies to use it. Retention: 2 years after weapon is no longer in use, shred.

Welfare Records- Retention: Permanently, no destruction.

808.22 NATIONAL INCIDENT BASED REPORTING SYSTEM (NIBRS)

Statistical Files- Indexes for statistical reporting of data by class of crime and other statistical information. Retention: 5 years, shred.

Uniform Crime Report- Annual crime report sent to NIBRS. Retention: Permanently, no destruction.

808.23 REGISTERED SEX OFFENDERS

Information Request Forms (Sex Offenders)- Forms completed by parties interested in inspecting public information regarding sex offenders. General reference: CRS 16-22-112. Retention: 2 years after request is answered, shred.

Sex Offender Registration and Cancellation Forms- Notifications completed by convicted sex offenders regarding residence addresses and contact information. General Reference: CRS 16-22-108. Retention: 5 years after offender leaves jurisdiction. NOTE: CCIC keeps permanently, shred.

Sexually Violent Predators (Public Notifications)- Notices given to the public regarding sexually violent predators in the community, general reference; CRS 16-22-108 & CRS 18-3-414.5. Retention: Permanently, no destruction.

Colorado State University Police Department

Policy Manual

Retention Schedule

808.24 WARRANTS

Warrants for Arrest or Detainment (Duplicate Copy)- Orders issued by the court for the arrest or detainment of an individual, including CCIC teletypes and computer printouts pertaining to warrant life cycle from initial court entry into CICJIS to final cancellation. Retention: 6 months after cancellation (court retains original), shred.

Warrants and Detainers Issued by Other Agencies- Warrants, detainers, and mittimi received from other law enforcement agencies. Retention: Until warrant is satisfied or canceled, shred.