

POLICE DEPARTMENT

HISTORICAL INFORMATION

HOLD HARMLESS AGREEMENT

(Includes ride along agreements, release of liability forms, and other such agreements)

Active: 5 years

Disposition: Destroy

INDIVIDUAL OFFICER BUREAU FILES

(Written documentation of activities from the current year)

Active: 1 year

Disposition: Destroy

INVENTORIES

(Includes equipment, uniforms, records, vehicles and other inventories)

Active: Until superseded or obsolete

Disposition: Destroy

MEMORANDA OF UNDERSTANDING OR AGREEMENT

(Formal agreements reached between state, local, and/or federal agencies)

Active: Retain until agreement becomes inactive plus 5 years, then destroy

Disposition: Destroy

NCIC COMPUTERIZED RECORDS

(Includes but not limited to, stolen articles, guns, license plates, vehicles, boats and identities as well as missing and wanted persons)

Active: According to applicable NCIC Operating Manual

Disposition: According to applicable NCIC Operating Manual

OFFICER SUBPOENA FILE

(Documentation of court liaison delivering subpoenas to officers)

Active: 1 year

Disposition: Destroy

ORGANIZATIONAL CHARTS AND REORGANIZATION STUDIES

(Records documenting planned and actual changes in the organizational structure over time)

Active: Retain records relating to major organizational changes permanently. Destroy other records when no longer useful.

Disposition: Destroy

OVERTIME ALLOWANCE DOCUMENTATION

(Retain annual reports permanently)

Active: 1 year

Disposition: Destroy

PAWNSHOP REPORTS

Active: 2 years

Disposition: Destroy

PERSONNEL SCHEDULES

Active: 5 years

Disposition: Destroy

PERSONNEL ORDERS

(Issued by Chief of Police or Deputy Chief. Retain one copy in appropriate personnel file)

Active: Until superseded or obsolete

Disposition: Destroy

PHOTOGRAPHS – CRIME SCENES AND EVIDENCE

Active: After creation

Disposition: Permanent

POLICE VEHICLE ACCIDENT RECORDS

See also Standing Committee

POLICIES/REGULATIONS/STANDARD OPERATING PROCEDURES/SPECIAL ORDERS

(Issued by Chief of Police or his designee. Includes Policies, Regulations, and Procedures as well as research supporting them)

Retain: Policy Review Until retains one copy permanently. Retain all other documents as follow:

Active: Until superseded or obsolete

Disposition: Destroy

PRESS RELEASES

(Official notices to media regarding cases and events)

Active: 2 years

Disposition: Destroy

PROPERTY IDENTIFICATION REGISTRATIONS

Active: Until final disposition of property

Inactive: 5 years

Disposition: Destroy

PURSUIT REPORTS

(Report of findings from accident review board to be placed in individual officer's division file)

Active: 2 years, pending litigation

Disposition: Destroy

RECEIPTS

(Includes copy sales, vendor refunds, restitution, and contracted services)

Active: 5 years

Disposition: Destroy

RECRUITMENT FILES

(Documents relating to the recruitment process for hiring employees to fill vacant positions)

Active: Minimum retention 3 years

Disposition: Destroy

Restrictions: K.S.A. 45-221 Subsection (a)(4)

REVENUE ACCOUNT FUND FILES

Active: 5 years (Keep annual reports permanently)

Disposition: Destroy

ROTOR CRAFT AIRFRAME AND ENGINE LOGS

Active: While own equipment

Disposition: Send with engine

STANDING COMMITTEE/BOARD FILES

(Includes but not limited to, Accident Review Board, Awards Committee, and advisory boards or committees)

Active: 5 years, pending litigation

Disposition: Destroy

STANDING COMMITTEE/BOARDS MINUTES AND/OR ANNUAL ROSTER

Active: Permanent

Disposition: Retain

STATISTICAL REPORTS

(Includes but not limited to, citation statistics reports, held call reports, leave reports, and other reports created to demonstrate statistics)

Active: 1 year

Disposition: Destroy

TRAFFIC CONTROL ACTIVITIES

(Includes Lidar/radar projects, driver license check lances, smart trailer, and other similar activities)

Active: 10 years

Disposition: Destroy

USE OF FORCE REPORT

(Retained in case files)

Active: For the retention life of the case

Disposition: Retain

VEHICLE SEIZURE REPORTS

Active: 5 years

Inactive: 5 years

Disposition: Destroy

VIDEO TAPES NON-EVIDENTIARY

(Includes but not limited to, Non-evidentiary recordings from State Security videos, Body Cam videos, and Vehicle videos)

Active: When made

Inactive: 90 days

Disposition: Destroy/recycle

PROFESSIONAL STANDARDS BUREAU COMPLAINT FILES

CORRESPONDENCE – ROUTINE

(Incoming and outgoing letters and memoranda which pertain only to routine matters handled in accordance with existing policy and procedures; requests for information, etc)

Active: Retain until no longer useful and then destroy

Disposition: Destroy

CRIMINAL HISTORY CHECKS – TELETYPES

(Includes requests and responses)

Active: 1 year from date of request

Disposition: Destroy

CRIMINAL HISTORY SECONDARY DISSEMINATION LOGS

(Tracks criminal history information disseminated as a result of Triple 1 checks)

Active: Retain

Disposition: Minimum of 3 years

CRIMINAL INTELLIGENCE FILES

Active: Retain

Disposition: Maintain according to 28 CFR 23

DAILY ACTIVITY REPORTS

(Internal documents used to track officer's daily activities)

Active: Minimum retention 5 years

Disposition: Destroy

DATA CALENDARS

(Annual compilation of employee work history retained at the division level)

Active: 5 years

Disposition: Destroy

EDUCATIONAL MATERIALS

(Handouts, magazines, and other materials to be distributed by D.A.R.E. and other section)

Active: Until obsolete

Disposition: Destroy

EMERGENCY INFORMATION FILE

(List of employees' personal information and emergency contact)

Active: While employed

Inactive: 1 year

Disposition: Destroy

EMERGENCY PREPAREDNESS PLANS

(Created by businesses, agencies, or other governmental organizations)

Active: Until superseded

Disposition: Destroy

EMPLOYEE PERSONNEL FILES

(Documents associated with the employment of specific personnel; employee evaluation forms, applications for employment, background checks, and other personnel materials)

Active: Retain in office for the length of the employee tenure plus 62 years, then destroy K.S.A. 45-221 subsection (a)(4)

Disposition: Destroy (Restrictions: K.S.A. 45-221 subsection (a)(4))

EMPLOYMENT APPLICATIONS – NOT HIRED

(Applications and supplementary materials, including background checks, submitted by unsuccessful applications for employment)

Active: 3 years

Disposition: Destroy (Restrictions: K.S.A. 45-221 subsection (a)(4))

EQUIPMENT AND UNIFORM RESEARCH

(Ongoing files regarding tests for quality of uniforms, firearms, and other equipment)

Active: Retain while useful

Disposition: Destroy

EQUIPMENT CERTIFICATIONS AND MAINTENANCE RECORDS

(Includes standard solution certifications, radar certifications, tuning fork certifications and other related documentation)

Active: While own equipment

Inactive: 5 years

Disposition: Destroy

EVALUATION SCHEDULE

(Tracking device to ensure completion of evaluations)

Active: 1 year

Disposition: Destroy

EVIDENCE FILES

(Includes physical evidence custody receipts and disposition of property reports)

Active: Retain in property until final disposition of case

Disposition: Permanently kept in electronic files

EXIT INTERVIEW FILES

(Dialog with departing employees to gain suggestions, hear complaints, and receive input)

Active: 3 years

Disposition: Destroy

EXPUNGEMENT RECORDS

Active: 50 years

Disposition: Destroy

FINGERPRINT FILES

Retain: Permanent

Disposition: Retain

FIREARM MAINTENANCE RECORDS

Active: While the firearm is used by department member plus 2 years

Disposition: Destroy

FIREARM QUALIFICATION RECORDS

(Detailed records of individual employee performance)

Active: While individual is employed

Inactive: 5 years

Disposition: Destroy

GRANT ADMINISTRATIVE AND FINANCIAL FILES

(Application, award notices, public hearing notices, RFP's, purchase orders, banking records, accounting ledgers, correspondence, reports, and other documents; maintained by project years. See also Grant Performance Report)

Active: Until project year is closed and audit is completed

Inactive: 5 years or until completion of any action, whichever is later

Disposition: Destroy

GRANT INDEX

(List of grants received and purpose for each)

Active: Permanent

Disposition: Retain

GRANT PERFORMANCE REPORT

Active: Permanent

Disposition: Retain

HELICOPTER FLIGHT LOG AND DAILY REPORT

Active: Permanent

Disposition: Retain

SCHEDULE ENTRIES

ACCIDENT REPORTS

Active: 10 years

Disposition: Destroy

ACCOUNTING LEDGERS

(Identifies initial balances, cash incomes, cash disbursements and the balance on hand on any cash fund)

Active: 3 years

Disposition: Destroy

AFTER ACTION REPORTS

(Responses to the Chief of Police or other administration regarding a specific problem area or large operation involving the Police Department)

Active: 2 years pending litigation

Disposition: Destroy

ALARM FILES

(Billing for alarm ordinance violations)

Active: 3 years

Disposition: Destroy

ANIMAL BITE RECORDS

Active: 1 year plus current

Disposition: Permanent

ANIMAL CONTROL DOCUMENTS

(Refers to animal adoption records and all working documents not listed elsewhere)

Active: 5 years

Disposition: Destroy

AUCTION RECORDS

(Includes items sold, price received, and commission paid to auctioneer, etc)

Active: 5 years

Disposition: Destroy

CASE FILES-OFFICIAL

(Retained in Records Bureau. Examples of these include, (but are not limited to): Offense Reports, Arrest Reports, Evidence Cards, DUI Reports, Mental Cases, Death Investigation Reports and other related documents for cases with an assigned case number)

Active: Retain hard copy 1 year after electronic media is verified and backup is in off-site storage

Disposition: Permanent

(Note: Homicide files-Hard copy, and electronic copies are kept permanently)

CITIZEN VACATION REQUESTS

Active: Retain while useful; but not more than 2 years

Disposition: Destroy

CITY CODE BOOK

Active: Until superseded or obsolete

Disposition: Destroy

COMPLAINT FILES – OFFICIAL

Active: 25 months, pending litigation

Disposition: Destroy

DAILY ASSIGNMENT SHEETS

Active: 5 years

Disposition: Destroy