



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Active: Until superseded or obsolete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

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Active: Until superseded or obsolete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: Permanent

Disposition: Permanent

POLICE VEHICLE ACCIDENT REPORTS

(see also Standing Committee)

Active: Permanent

Disposition: Permanent

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)

Active: Policy renew retain one copy permanently. Retain all other documents until superseded or obsolete.

Disposition: Retain

PRESS RELEASES

(Official notices to media regarding cases and events)

Active: 2 years

Disposition: Retain

PROPERTY IDENTIFICATION REGISTRATIONS

(Telephone records, routine correspondence)

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: 3 years minimum
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/BOARD MINUTES AND/OR ANNUAL ROSTER

Active: Permanent
Disposition: Permanent

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: 90days

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

Disposition: Destroy

CRIMINAL HISTORY CHECKS - TELETYPES

(Includes requests and responses)

Active: 1 year from date of request

Disposition: Destroy

CRIMINAL INTELLIGENCE FILES

Active: Retain

Disposition: Maintain according to 28 CFR 23

DAILY ACTIVITY REPORTS

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

Active: 5 years minimum

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 or obsolete

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

EMPLOYMENT APPLICATIONS – NOT HIRED

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

Active: 3 years

Disposition: Destroy

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

Active: Permanent

Disposition: Permanent

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 AND 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 purposed for each)

Active: Permanent

Disposition: Permanent

GRANT PERFORMANCE REPORT

Active: Permanent

Disposition: Permanent

HELICOPTER FLIGHT LOG AND DAILY REPORT

Active: Permanent

Disposition: Permanent

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: 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)

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

(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 – hardy 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