

RECORD SERIES	TITLE/DESCRIPTION	RETENTION PERIOD
CASE FILES		
PSA 16-1	<p>ALLEGED MURDER, LEVEL 1, AND LEVEL 2 FELONIES- OPEN</p> <p>Includes Class A felonies if committed prior to July 1, 2014</p> <p>Retention based on IC 35-41-4-2(c) and (d)</p>	<p>TRANSFER to ALLEGED MURDER, LEVEL 1, AND LEVEL 2 FELONIES- CLOSED when suspect is arrested.</p>
PSA 16-2	<p>ALLEGED MURDER, LEVEL 1, AND LEVEL 2 FELONIES- CLOSED</p> <p>Includes Class A felonies if committed prior to July 1, 2014</p> <p>Retention based on IC 35-41-4-2(c) and (d)</p>	<p>PERMANENT. MICROFILM according to 60 IAC 2 after the end of the calendar year in which the case is closed. TRANSFER original negative roll to the STATE ARCHIVES DIVISION, ARCHIVES AND RECORDS ADMINISTRATION, after verification of the microfilm for completeness and legibility. DESTROY hard copy records after verification of the microfilm for completeness and legibility. DESTROY agency (duplicate) negative 125 years after case is closed.</p>
PSA 16-3	<p>ALLEGED LEVEL 3, LEVEL 4, AND LEVEL 5 FELONIES- OPEN</p> <p>Includes Class B, and Class C felonies if committed prior to July 1, 2014</p> <p>Retention based on IC 35-41-4-2-(b)</p>	<p>TRANSFER to ALLEGED LEVEL 3, LEVEL 4, AND LEVEL 5 FELONIES- CLOSED when suspect is arrested.</p>
PSA 16-4	<p>ALLEGED LEVEL 3, LEVEL 4, AND LEVEL 5 FELONIES- CLOSED</p> <p>Includes Class B, and Class C felonies if committed prior to July 1, 2014</p> <p>Retention based on IC 35-41-4-2-(b)</p>	<p>PERMANENT. MICROFILM according to 60 IAC 2 after the end of the calendar year in which the case is closed. TRANSFER original negative roll to the STATE ARCHIVES DIVISION, ARCHIVES AND RECORDS ADMINISTRATION, after verification of the microfilm for completeness and legibility. DESTROY hard copy records after verification of the microfilm for completeness and legibility. DESTROY agency (duplicate) negative 125 years after case is closed.</p>
PSA 16-5	<p>ALLEGED LEVEL 6 FELONIES- OPEN</p> <p>Includes Class D felonies if committed prior to July 1, 2014</p> <p>Retention based on IC 35-41-4-2(a)(1)</p>	<p>TRANSFER to ALLEGED LEVEL 6 FELONIES- CLOSED when suspect is arrested.</p>

PSA 16-6	ALLEGED LEVEL 6 FELONIES- CLOSED Includes Class D felonies if committed prior to July 1, 2014 Retention based on IC 35-41-4-2(a)(1)	Destroy after SEVEN (7) years.
PSA 16-7	POLICE REPORTS AND TRACKING FILES Case reports and logs documenting case activity, investigation, and tracking information within the agency. Includes police reports issued to members of the public.	Destroy THREE (3) year after final disposition of case.
PSA 16-8	MISDEMEANORS	TRANSFER to MISDEMEANORS- CLOSED when suspect is arrested.
PSA 16-9	MISDEMEANORS- CLOSED	Destroy after SEVEN (7) years.
COMMUNITY RELATIONS		
PSA 16-10	CRIME PREVENTION PROGRAMS Records relating to the management of crime prevention programs. Includes, but is not limited to: Crime Stoppers, neighborhood watch, business watch, house watch	Retain until no longer useful for agency business
PSA 16-11	PROPERTY REGISTRATION Records relating to personal property registered with the agency for recovery if lost or stolen	Retain until no longer useful for agency business
PSA 16-12	PERMITS Records relating to the permits issued by a public safety agency including applications for items to be registered with the agency	Retain for THREE (3) years after expiration of permit
PSA 16-13	RIDE-ALONG PROGRAM Records relating to public participation in agency's ride-along programs	Retain for THREE (3) years after participant's ride along
ASSET MAINTENANCE		
PSA 16-14	AGENCY-OWNED ANIMALS Records relating to horses, dogs, or other animals owned by the agency. Includes, but is not limited to: training, certification, purchasing, registration, assignment, use of animal	Retain for SEVEN (7) years after removal of animal from active service
PSA 16-15	AGENCY-ISSUED WEAPONS AND ACCESSORIES	Retain for THREE (3) years after disposal of the

	Records relating to the issuance, inspection, and maintenance of weapons and accessories issued by and/or handled by agency personnel. Includes, but is not limited to: firearms, Kevlar protection garments, and non-lethal weapons.	weapon or accessory
PSA 16-16	<p>AGENCY-OWNED VEHICLES</p> <p>Records relating to the assignment, inspection, and maintenance of agency-owned vehicles. Includes, but is not limited to: motor vehicles of any size, helicopters, and motorcycles</p>	Retain for THREE (3) years after vehicle is no longer owned by the agency
DISPATCH		
PSA 16-17	<p>RADIO TRANSMISSIONS</p> <p>Recordings and transcriptions of radio transmissions between a public safety agency and dispatch staff</p>	Destroy after 90 days
PSA 16-18	<p>ALARM CALL RESPONSE</p> <p>Reports documenting a public safety agency's response to alarms</p>	Destroy after 90 days
PSA 16-19	<p>NON-EMERGENCY POLICE REPORTS</p> <p>Reports of non-emergency crimes or incidents received by public safety agencies. Excludes 911 call recordings. Includes police reports issued to members of the public.</p>	Destroy 90 days after report is received or conclusion of agency action, whichever is later.
PSA 16-20	<p>RADIO LOGS</p> <p>Logs documenting incoming/outgoing emergency radio communications</p>	Destroy 90 days after date of entry
PSA 16-21	<p>RECURRENT CALLERS</p> <p>Records relating to individuals who make emergency calls on an unusually frequent basis</p>	Destroy three (3) years after date of last activity
PSA 16-22	<p>RADIO TRANSMISSIONS</p> <p>Recordings and transcriptions of radio transmissions between law enforcement and dispatch staff</p>	Destroy after 90 days
ADMINISTRATION		
PSA 16-23	<p>CRIME STATISTIC REPORTS</p> <p>Includes crime statistic reports, maps, grids, announcements, and publications. Also includes any records generated in researching date for the reports.</p>	Destroy TEN (10) years after creation or publication, whichever is later

PSA 16-24	<p>DAILY BULLETINS</p> <p>Includes any records generated by the agency to inform public safety agency staff or the public about current pertinent information</p>	Destroy after ONE (1) year
PSA 16-25	<p>OFF-DUTY AUTHORIZATIONS</p> <p>Records relating to authorizations for public safety officials to perform off-duty law enforcement functions</p>	Destroy FIVE (5) years after termination of employment
PSA 16-26	<p>ROLL CALL RECORDS</p> <p>Records relating to attendance at agency briefings, meetings, and other agency activities</p>	Destroy after ONE (1) year
PSA 16-27	<p>EVIDENCE AND PROPERTY ROOM RECORDS</p> <p>Records documenting the intake, management, and disposition of property acquired by the agency as evidence or for safekeeping. Does not include the evidence itself.</p>	Destroy FIVE (5) years after final disposition of property
PSA 16-28	<p>INTERNAL AFFAIRS INVESTIGATION FILES (SUBSTANTIATED)</p> <p>Records relating to the internal review and investigation of agency employee conduct and/or allegation of misconduct or violation of agency rules/regulations, or local, state, or federal law where charges are sustained and formal agency discipline is imposed. Excludes criminal investigation files otherwise covered in this retention schedule. Excludes documentation in individual employee file.</p>	Destroy TEN (10) years after completion of disciplinary action or conclusion of investigation, whichever is later
PSA 16-29	<p>INTERNAL AFFAIRS INVESTIGATION FILES (UNSUBSTANTIATED)</p> <p>Records relating to the internal review and investigation of agency employee conduct and/or allegation of misconduct or violation of agency rules/regulations, or local, state, or federal law where charges are sustained and formal agency discipline is imposed. Excludes criminal investigation files otherwise covered in this retention schedule. Excludes documentation in individual employee file.</p>	Destroy THREE (3) years after completion of investigation
PSA 16-30	<p>LEGAL FILES</p> <p>Includes all agency legal files and court files used in the course of public safety activity.</p>	Destroy THREE (3) years after completion of investigation, case, or legal matter and after all legal appeals are exhausted

PSA 16-31	TAX LIENS	Retain for THREE (3) years after the date of order or State Board of Accounts audit, whichever is later
PSA 16-32	LAW ENFORCEMENT RECORDINGS Includes vehicle dash camera and body camera footage from law enforcement agencies or divisions, as well as footage from any agency that is found to depict illegal activity.	DESTROY after 190 days unless one of the following conditions occurs before that time period elapses: (1) If an eligible party under IC 5.1(a) has requested a longer retention, or a complaint regarding a law enforcement activity depicted in the footage has been made, DESTROY after two (2) years. (2) If the agency receives notice, actual or constructive, that evidence was captured resulting in a timely notice of tort claim under IC 34-13-3-8, DESTROY three (3) calendar years after action accrues. (3) If litigation occurs for which the record is admitted into evidence, the record becomes the responsibility of the court and is subject to Indiana Rules of Court, Administrative Rule 7.
PSA 16-33	BACKGROUND CHECK REQUEST LOG	Destroy after THREE (3) years
PSA 16-34	BACKGROUND CHECK REPORTS	Destroy after THREE (3) years
PSA 16-35	FINGERPRINT RECORDS	PERMANENT. MICROFILM according to 60 IAC 2 STANDARDS. Original may be retained in office, transferred to the County Archives or destroyed upon receipt of written approval from the INDIANA ARCHIVES AND RECORDS
CORRECTIONS AND JAILS		
PSA 16-36	INMATE CUSTODY FILE (18 AND OVER) Records documenting the custody of inmates. Includes, but is not limited to: intake, booking, transfer, release, background information and criminal history, correspondence, disciplinary records, inmate grievances and related records, requests for special dietary requirements, and legal records (arrest cards, court records, extradition, victim notification, etc.)	Destroy SEVEN (7) years after termination of incarceration
PSA 16-37	INMATE CUSTODY FILE (UNDER 18) Records documenting the custody of inmates. Includes, but is not limited to: intake, booking, transfer, release, background information and criminal	Retain for FIVE (5) years after inmate attains age 18 and SEVEN (7) years after termination of incarceration

	history, correspondence, disciplinary records, inmate grievances and related records, requests for special dietary requirements, and legal records (arrest cards, court records, extradition, victim notification, etc.)	
PSA 16-38	<p>COMMISSARY ORDERS</p> <p>Orders submitted by inmates for the purchase of commissary items</p>	Retain for THREE (3) years after the date of order or State Board of Accounts audit, whichever is later
PSA 16-39	<p>FOOD SERVICES</p> <p>Records relating to meals and food programs provided to the inmate population. Includes, but is not limited to, menus and inventory. Excludes special dietary requirements also contained in the Inmate Custody File (PS 16-***)</p>	Retain for THREE (3) years after the date of order or State Board of Accounts audit, whichever is later
PSA 16-40	<p>INMATE MEDICAL RECORDS (18 AND OVER)</p> <p>Records maintained by the facility on all medical and health information for individual inmates. Excludes records also contained in the Inmate Custody File (PS 16-***). Confidential. Disclosure of these records may be affected by IC 5-14-3-4(a)(9) and the discretion of a public agency per IC 5-14-3-4(b)(8) and 29 CFR 1630.14(b)(1).</p>	Destroy SEVEN (7) years after provision of health-related services
PSA 16-41	<p>INMATE MEDICAL RECORDS (UNDER 18)</p> <p>Records maintained by the facility on all medical and health information for individual inmates. Excludes records also contained in the Inmate Custody File (PS 16-***). Confidential. Disclosure of these records may be affected by IC 5-14-3-4(a)(9) and the discretion of a public agency per IC 5-14-3-4(b)(8) and 29 CFR 1630.14(b)(1).</p>	Retain for FIVE (5) years after inmate attains age 18 and SEVEN (7) years after termination of incarceration
PSA 16-42	<p>INMATE PROPERTY, MAIL, ACTIVITY, AND SURVEILLANCE LOGS</p> <p>Logs documenting inmate activity or movement on each floor, block or unit; surveillance and monitoring of individual or groups of inmates for security purposes; inspection and review of mail and property sent both to and from inmates</p>	Destroy FIVE (5) years after log entry
PSA 16-43	INMATE GRIEVANCE LOGS	Destroy FIVE (5) years after log entry

	Logs documenting grievances received from inmates	
PSA 16-44	INMATE POPULATION COUNTS	PERMANENT. MICROFILM according to 60 IAC 2 STANDARDS. Original may be retained in office, transferred to the County Archives or destroyed upon receipt of written approval from the INDIANA ARCHIVES AND RECORDS ADMINISTRATION.
PSA 16-45	WORK RELEASE RECORDS	Destroy SIX (6) years after release of individual from the final discharge of custody
PSA 16-46	INMATE TRUST FUND RECORDS	Destroy TEN (10) years after the end of the State Fiscal Year and after receipt of State Board of Accounts Audit Report and satisfaction of unsettled charges.
PSA 16-47	ROUTINE INCIDENT REPORTS AND LOGS Logs documenting visitor sign-in/sign-out, daily jail inspections, incident reports, and other routinely-generated record	Destroy FIVE (5) years after log entry
PSA 16-48	HOME DETENTION FILES	Destroy SIX (6) years after release of individual from final discharge of custody
TRAFFIC ENFORCEMENT		
PSA 16-49	AUTOMATED TRAFFIC CAMERAS (INFRACTION ISSUED) Images captured by automated traffic safety cameras	Destroy ONE (1) year after exhaustion of appeals process
PSA 16-50	AUTOMATED TRAFFIC CAMERAS (INFRACTION NOT ISSUED) Images captured by automated traffic safety cameras	Destroy 30 days after verification that no infraction was captured
PSA 16-51	IMPOUND LOGS Includes, but is not limited to, reports from tow-truck operators, impound records, and notices.	Destroy THREE (3) years after log entry
PSA 16-52	MOVING VIOLATION CITATIONS (INFRACTION ISSUED)	Destroy after TEN (10) years
PSA 16-53	MOVING VIOLATION CITATIONS (WARNING, INFRACTION NOT ISSUED)	Destroy after ONE (1) year
PSA 16-54	ACCIDENT REPORTS	Destroy THREE (3) years after completion of investigation, case, or legal matter and after all legal appeals are exhausted
EMT		

PSA 16-55	<p>AMBULANCE RUN REPORTS</p> <p>Retention based on 836 IAC 1-1-5(c).</p>	DESTROY after seven (7) years.
FIREFIGHTER		
PSA 15-56	<p>INSPECTIONS AND CERTIFICATIONS</p> <p>Records of inspection, release, and approval by fire department for requirements such as Certificates of Occupancy, residential fire detection (smoke detectors) certification for transfer of title, and other regulations or municipal ordinances</p>	PERMANENT. MICROFILM according to 60 IAC 2 after the end of the calendar year in which the case is closed. TRANSFER original negative roll to the STATE ARCHIVES DIVISION, ARCHIVES AND RECORDS ADMINISTRATION, after verification of the microfilm for completeness and legibility. DESTROY hard copy records after verification of the microfilm for completeness and legibility.
PSA 16-57	<p>ALARM SYSTEMS</p> <p>Inspection and testing records for individual alarm systems. May include systems testing and certification documentation, inspection records, service contracts and reports, permits, diagrams, site information, emergency contact lists, and correspondence.</p>	Destroy after TEN (10) years
PSA 16-58	<p>VIOLATION/COMPLAINT FILES</p> <p>Notification record of violations and complaints relating to the Fire Safety Code. May include time, name, address, and location of violation/complaint, complaint summaries, investigation reports, disposition, and departmental follow-ups</p>	Destroy after THREE (3) years
FORENSIC SERVICE AGENCIES		
PSA 16-59	<p>TEST AND EXPERIMENT RESULTS</p> <p>Results or reports of any testing or experimentation performed by the agency</p>	TRANSFER to the case file when complete and DESTROY agency copy after TEN (10) years