

| RECORD SERIES | TITLE/DESCRIPTION | RETENTION PERIOD |
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| CASE FILES | | |
| PSA 16-1 | ALLEGED MURDER, LEVEL 1, AND LEVEL 2 FELONIES Includes Class A felonies if committed prior to July 1, 2014. Retention based on IC 35-41-4-2(c) and (d). | PERMANENT. MICROFILM according to 60 IAC 2 after the end of the year in which case is closed. DESTROY hard copies after verification of the microfilm for completeness and legibility. TRANSFER original negative roll to the STATE ARCHIVES DIVISION, ARCHIVES AND RECORDS ADMINISTRATION. DESTROY agency (duplicate) negative 125 years after case is closed. |
| PSA 16-2 | ALLEGED LEVEL 3, LEVEL 4, AND LEVEL 5 FELONIES Includes Class B, and Class C felonies if committed prior to July 1, 2014. Retention based on IC 35-41-4-2-(b). | PERMANENT. MICROFILM according to 60 IAC 2 after the end of the year in which case is closed. DESTROY hard copies after verification of the microfilm for completeness and legibility. TRANSFER original negative roll to the STATE ARCHIVES DIVISION, ARCHIVES AND RECORDS ADMINISTRATION. DESTROY agency (duplicate) negative 125 years after case is closed. |
| PSA 16-3 | ALLEGED LEVEL 6 FELONIES Includes Class D felonies if committed prior to July 1, 2014. Retention based on IC 35-41-4-2(a)(1). | Destroy seven (7) years after arrest. |
| PSA 16-4 | MISDEMEANORS | Destroy seven (7) years after arrest. |
| PSA 16-5 | 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) years after final disposition of case. |
| PSA 16-6 | STOLEN VEHICLE REPORTS | Destroy after ten (10) years. |
| PSA 16-7 | STOLEN LICENSE PLATE REPORTS | Destroy after three (3) years. |
| PSA 16-8 | EXPUNGEMENT AND RESTRICTED ACCESS REQUESTS Expungement orders and requests for restricting access to arrests and reports. | DESTROY expungement orders ten (10) years after order is signed. TRANSFER restricted access requests to the relevant case file and RETAIN for the life of the case file or until access restrictions are lifted. |
| COMMUNITY RELATIONS | | |
| PSA 16-9 | 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 16-10 | 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. |

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| PSA 16-11 | <p>PERMITS</p> <p>Records relating to the permits issued by a public safety agency including applications for items to be registered with the agency.</p> | Retain for three (3) years after expiration of permit. |
| PSA 16-12 | <p>RIDE-ALONG PROGRAM</p> <p>Records relating to public participation in agency's ride-along programs.</p> | Retain for three (3) years after participant's ride along. |
| PSA 16-13 | <p>VEHICLE AND PERSONAL PROPERTY RELEASE RECORDS</p> <p>Records relating to the release of vehicles or personal property back to its owner.</p> | Destroy after three (3) years. |
| ASSET MAINTENANCE | | |
| PSA 16-14 | <p>AGENCY-OWNED ANIMALS</p> <p>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.</p> | Retain for seven (7) years after removal of animal from active service. |
| PSA 16-15 | <p>AGENCY-ISSUED WEAPONS AND ACCESSORIES</p> <p>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.</p> | Retain for three (3) years after disposal of the 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, without need to file a Notice of Destruction. |
| PSA 16-18 | <p>ALARM CALL RESPONSE</p> <p>Reports documenting a public safety agency's response to alarms.</p> | Destroy after 90 days, without need to file a Notice of Destruction. |
| 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, and without need to file a Notice of Destruction. |
| PSA 16-20 | <p>RADIO LOGS</p> <p>Logs documenting incoming/outgoing emergency radio communications.</p> | Destroy without need to file a Notice of Destruction, 90 days after date of entry. |
| PSA 16-21 | <p>RADIO TRANSMISSIONS</p> <p>Recordings and transcriptions of radio transmissions between law enforcement and dispatch staff.</p> | Destroy after 90 days, without need to file a Notice of Destruction. |

| ADMINISTRATION | | |
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| PSA 16-22 | <p>CRIME STATISTIC REPORTS</p> <p>Includes crime statistic reports, maps, grids, announcements, and publications. Also includes any records generated in researching data for the reports.</p> | Destroy TEN (10) years after creation or publication, whichever is later. |
| PSA 16-23 | <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 16-24 | <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 16-25 | <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 16-26 | <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 16-27 | <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 16-28 | <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. |

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| PSA 16-29 | <p>LAW ENFORCEMENT RECORDINGS</p> <p>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. Retention Based upon IC 5-14-3-5.3.</p> | <p>DESTROY after 190 days unless one of the following conditions occurs before that time period elapses:</p> <p>(1) If an eligible party under IC 5-14-3-5.1(a) has requested a longer retention, or a complaint regarding a law enforcement activity depicted in the footage has been made, DESTROY two (2) years after the date of recording.</p> <p>(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) years after action accrues.</p> <p>(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.</p> |
| PSA 16-30 | BACKGROUND CHECK REQUEST LOG | Destroy after three (3) years. |
| PSA 16-31 | BACKGROUND CHECK REPORTS | Destroy after three (3) years. |
| PSA 16-32 | ARRESTEE 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 ADMINISTRATION. |
| PSA 16-33 | COPIES OF REQUESTED POLICE REPORTS | Destroy after one (1) year. |
| PSA 16-34 | <p>COPIES OF UCR REPORTS</p> <p>Agency's copy of UCR reports submitted to the FBI.</p> | Destroy after one (1) year. |
| CORRECTIONS AND JAILS | | |
| PSA 16-35 | <p>INMATE CUSTODY FILE (18 AND OVER)</p> <p>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.)</p> | Destroy seven (7) years after termination of incarceration. |
| PSA 16-36 | <p>INMATE CUSTODY FILE (UNDER 18)</p> <p>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.)</p> | Retain for five (5) years after inmate attains age 18 and seven (7) years after termination of incarceration. |

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| PSA 16-37 | <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 16-38 | <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 (PSA 16-35 or PSA 16-36).</p> | Retain for three (3) years after the date of order or State Board of Accounts audit, whichever is later. |
| PSA 16-39 | <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 (PSA 16-35). 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 16-40 | <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 (PSA 16-36) 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 until inmate attains age 23 or seven (7) years after termination of incarceration, whichever is later. |
| PSA 16-41 | <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 16-42 | <p>INMATE GRIEVANCE LOGS</p> <p>Logs documenting grievances received from inmates.</p> | Destroy five (5) years after log entry. |
| PSA 16-43 | 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 16-44 | WORK RELEASE RECORDS | Destroy six (6) years after release of individual from the final discharge of custody. |
| PSA 16-45 | 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. |

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| PSA 16-46 | ROUTINE INCIDENT REPORTS AND LOGS Logs documenting visitor sign-in/sign-out, daily jail inspections, incident reports, and other routinely-generated records. | Destroy five (5) years after log entry. |
| PSA 16-47 | HOME DETENTION FILES | Destroy six (6) years after release of individual from final discharge of custody. |
| TRAFFIC ENFORCEMENT | | |
| PSA 16-48 | AUTOMATED TRAFFIC CAMERAS (INFRACTION ISSUED) Images captured by automated traffic safety cameras. | Destroy one (1) year after exhaustion of appeals process. |
| PSA 16-49 | AUTOMATED TRAFFIC CAMERAS (INFRACTION NOT ISSUED) Images captured by automated traffic safety cameras. | Destroy 30 days after verification that no infraction was captured. |
| PSA 16-50 | 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 16-51 | CASE PACKETS, TRAFFIC INFRACTIONS (MOVING & NON-MOVING VIOLATIONS) | Retain for three (3) years after the date of order or payment, whichever is later, and after State Board of Accounts audit. Retention subject to IC 5-15-6-3 (b). |
| PSA 16-52 | ACCIDENT REPORTS Accident reports issued by law enforcement. | Destroy three (3) years after completion of investigation, case, or civil legal matter and after all legal appeals are exhausted. If criminal charges are filed, follow the appropriate retention series (PSA 16-1 through PSA 16-4). |
| EMT | | |
| PSA 16-53 | AMBULANCE RUN REPORTS Retention based on 836 IAC 1-1-5(c). | DESTROY seven (7) years after ambulance run. |
| FIREFIGHTER | | |
| PSA 16-54 | INSPECTIONS AND CERTIFICATIONS 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. | DESTROY ten (10) calendar years after completion of the related certification or inspection. |
| PSA 16-55 | ALARM SYSTEMS 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. | Destroy ten (10) years after event or filing date, whichever is later. |

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| PSA 16-56 | VIOLATION/COMPLAINT FILES 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. | Destroy three (3) years after the conclusion of investigation of complaint or violation, if any. If no investigation, destroy three years after complaint or alleged violation. |
| FORENSIC SERVICE AGENCIES | | |
| PSA 16-57 | VALIDATION AND PROFICIENCY TESTS Results or reports of any testing or experimentation performed by the agency. This applies to the copy retained by the agency performing the tests. | DESTROY ten (10) years after test results are complete. |
| PSA 16-58 | LABORATORY ACCREDITATION Files include calibration, calibration check records, forensic equipment validation studies, forensic efficiency tests, forensic audits, reagent/instrument logs. | DESTROY five (5) years after creation of record. |
| PSA 16-59 | FORENSIC ANALYSIS CASE FILES Uniform Crime Report - Type One crimes. | PERMANENT. Originals may be RETAINED in office , TRANSFERRED to the County Archives, MICROFILMED according to 60 IAC 2 standards, or IMAGED according to IARA imaging standards. If filmed or imaged, DESTROY hard copies after verification of microfilm or electronic records for completeness and legibility, AND after receipt of written approval from the INDIANA ARCHIVES AND RECORDS ADMINISTRATION. |