

DOUGLAS COUNTY SHERIFF'S OFFICE		Policy and Procedures
Records Operational Policies		P&P-R-100
Records Retention / Destruction		
Effective Date: 05-28-19 Supersedes: 04-01-19	Approval: Sheriff	Number of Pages: 10
References: PAT-R-200 REC C-704, PAT T-222, PP-B-173	Reevaluation Date: Annually	Standards: CALEA 42.1.3, 82.1.3

I. POLICY

It is the policy of the Douglas County Sheriff's Office to retain and destroy records according to the current Retention Schedule approved by the Colorado State Archivist and the Colorado Attorney General. For purposes of this policy, unless otherwise specified, no distinction shall be made as to the physical form of records, be they original paper documents, photocopies, electronic documents, or any other format.

Retention periods established in this policy shall be the minimum period for which said records shall be retained. Nothing in this policy shall preclude records from being retained longer than the retention period specified.

II. DEFINITIONS

- A. Divisional Records Liaison – Individual designated by each division captain who is responsible for ensuring that records maintained within his or her functional unit are retained and destroyed according to the Retention Schedule. The undersheriff or his designee will fulfill this responsibility for documents maintained above the divisional level.
- B. Record – Any document, regardless of format, defined as a record by the Colorado Criminal Justice Records Act or the Colorado Open Records Act, as applicable.
- C. Records Custodian – The records unit supervisor. The Records Custodian is ultimately responsible for ensuring that records are retained and destroyed according to the Retention Schedule.
- D. Retention Schedule – Document periodically approved by the Colorado State Archivist and the Colorado Attorney General which establishes the periods of time for which specific records must be retained and authorizing the destruction of specific records after the retention periods have elapsed.

III. PROCEDURE FOR DESTROYING PAPER RECORDS

- A. During the first quarter of each year, Divisional Records Liaisons will identify paper records within their functional units for which the retention periods specified in the Retention Schedule have passed.
- B. Prior to clearing such paper records for destruction, the Divisional Records Liaisons will thoroughly review all such records to ensure that they are, in fact, eligible for

destruction. The review of criminal and incident reports must include verification of the status of each case as reflected in the RMS system.

- C. The following types of paper records shall be retained indefinitely:
1. Any “open” criminal or incident report. The status of any report which would otherwise be eligible for destruction, but which the RMS system shows as being “open,” will be verified. Once the longest statute of limitations pertaining to an open criminal case has passed, the case status should be changed from “open” to “exceptional clearance – statute of limitations passed.”
 2. Death investigations, regardless of the manner of death or case status.
 3. Kidnapping investigations, regardless of status.
 4. Forgery investigations, regardless of status.
 5. Treason investigations, regardless of status.
 6. Missing person investigations in which the missing person has not been located.
 7. Any “open” investigation involving a crime with no statute of limitation. “Closed” investigations of crimes with no statute of limitation may be destroyed after 10 years, except as specified above.

Any such records identified during the annual review mandated by section III(A) of this policy will be segregated into containers clearly marked “DO NOT DESTROY.” Containers so marked will be physically separated from other records so as to reduce the possibility of accidental destruction.

- D. Each Divisional Records Liaison will complete an inventory of paper records cleared for destruction. A copy of this inventory will be provided to the Sheriff and the Records Custodian prior to the destruction of the affected records.
- E. By no later than the end of the first quarter of the year, each Divisional Records Liaison will deliver to the Records Custodian all paper records that have been cleared for destruction.
- F. The Records Custodian will cause an audit of all paper records delivered for destruction to be completed. This audit must include a comparison of the records delivered for destruction to the inventories prepared by the Divisional Records Liaisons.
- G. Once the Records Custodian is satisfied that the paper records delivered for destruction are, in fact, eligible for destruction, he or she shall certify such eligibility and shall cause the paper records to be destroyed in a manner approved by the State Archivist.
- H. The Records Custodian or his or her designee must witness the destruction of paper records that are destroyed pursuant to this policy.
- I. After the paper records have been destroyed, the records unit will permanently retain the inventories of destroyed records, together with the Records Custodian’s certification of eligibility for destruction. A copy of the inventories of destroyed records will be forwarded to the State Archivist.

IV. RECORDS RETENTION SCHEDULE BY FUNCTIONAL UNIT

The current Retention Schedule begins on the following page.

By Order of the Sheriff

RECORDS UNIT:

Offense/incident reports

Electronic records of all cases created after July 28, 2009, that exist within New World Systems' RMS will be retained indefinitely.

Paper records of closed cases that exist only in paper format (created prior to July 28, 2009) are retained for 10 years, except as noted below.

Paper records of other closed cases are retained for 1 year plus current.

The following paper records will be retained indefinitely:

1. Open cases
2. Death investigations (all)
3. Kidnapping (all)
4. Forgery (all)
5. Treason (all)
6. Open missing persons cases
7. Sex assault (all)

Traffic & parking citations

Electronic records will be retained indefinitely.

Paper records will be retained for 1 year plus current.

Records requests forms

Paper records will be retained 2 years plus current if not related to a criminal case. If connected to a criminal case, the form is scanned into the case file and retained according to that case's retention schedule.

Field interview (FI) cards

Electronic records created after July 28, 2009, that exist within New World Systems' RMS will be retained indefinitely.

DISPATCH:

Computer Aided Dispatch (CAD) records

Electronic records created after March 17, 2009, that exist within New World Systems' CAD will be retained indefinitely.

CCIS message teletypes (TTY)

1 month plus current.

Radio & telephone audio recordings (dispatch)

Retain in dispatch logging recorder system for 1 year. If a copy is entered into evidence, its disposition is handled according to evidence section SOPs.

ALL DIVISIONS:

Statistical Reports

- Divisional monthly reports (retained in the command folder in the common drive)
- Divisional annual reports (retained in the command folder in the common drive)
- Sheriff's Office annual reports (retained in the document management system)
- Content Management System (county imaging)

- 2 years plus current.

- Retained indefinitely.

- Retained indefinitely.

- Retained indefinitely since July 1994

- Special Reports

-Retained electronically on DCSONET under the "Special Reports" team site (<https://douglascounty.sharepoint.com/teams/sheriff/specialreports>)

-Body worn camera and in-car audio/video

- Retained per PP-B-173

INVESTIGATIONS:

DNA information

Retain indefinitely.

Intelligence files

Temporary files retained for 1 year. Permanent files retained for 5 years from last activity, pursuant to 28 CFR 23.

Pawn slips

Paper records are the only records in existence; retain for 3 years plus current.

PATROL:

Equipment maintenance records (e.g. radar/laser)

Paper records scanned. Electronic records retained indefinitely.

Intoxilyzer records

Retain paper records for 1 year plus current; retain electronic records indefinitely.

Traffic enforcement target area sheets

Archive report indefinitely.

Ride-along forms

Paper records scanned. Electronic records retained indefinitely.

Patrol special teams (e.g. SWAT, SDU, K9, Bomb team) training records

Paper records scanned. Electronic records retained indefinitely.

Patrol special teams incidents records

Paper records scanned. Electronic records retained indefinitely.

DETENTIONS:

Booking Folders

Retain paper records for 1 year plus current; electronic records are retained in New World Systems' JMS indefinitely. Electronic copy must contain:
- Charging documents
- Questionnaires (including signatures)
- Booking paperwork signed by inmate
- Kites/Grievances
- Property/individual accounting receipts
- Release documents

Booking file books (hard bound)

Discontinued in 1998; prior years' books archived indefinitely.

Avigilon Justice Center and Detention Facility video/audio recordings

Retained for 30 days unless manually downloaded and saved in Evidence.com, per PP-B-173.

Inmate video visitation and phone system recordings

Retained for 30 days by the system vendor unless manually downloaded and stored in Evidence.com per PP-B-173.

Work release records

Electronic copy scanned into inmate's electronic booking folder upon release and retained indefinitely.

Jail financial documents:
Inmate financial ledger

Individual inmate financial ledger; Electronic copy scanned into inmate's electronic booking folder upon release in New World System: JMS indefinitely.

Inmate escrow financial records

Inmate escrow financial records including deposit records, monthly reports of financial activity on inmate accounts, checking account reconciliations, and balance sheet records; retain for 6 years plus current electronically and obtain download of all inmate debt balance data and inmate account activity as available in the event of a change in commissary vendors.

Inmate welfare financial records

Inmate welfare financial records including deposit records, monthly reports of financial activity, invoices, checking account reconciliations, and income statements and balance sheet records; retain for 6 years plus current electronically.

Jail inspection/inventory reports, jail transport logs, jail visitor logs

Electronic records of visitor logs are maintained in New World under (Event Tracking, Event tracking reports, Inmate schedule).

Juvenile lounge logs

Paper records are the only records in existence; retain for 2 years plus current.

CIVIL/WARRANTS:

Civil jackets generally (e.g. summons and return, etc.)

Retained for 30 days. Retained indefinitely in New World RMS system.

Civil jackets dealing with real property foreclosures and executions

Retain paper records for 2 year plus current; retain electronic copies indefinitely.

Civil receipts: Monies received from jackets, payments, and County Treasurer deposits

Scanned into the [\\Prnas01\Dept\O:\Sheriff\AdministrativeServices\Civil\FINANCIAL STATS](#) from 1997 forward, stored indefinitely.

Civil monthly money ledgers

Paper records are the only records in existence; retain for 6 years plus current.

Civil executions ledger

Retain paper records for 1 year plus current; retain electronic records indefinitely.

Warrants: Includes all original warrant forms and associated teletypes

Retain active warrants indefinitely in New World RMS system. Retain paper records of closed warrants indefinitely in New World RMS system.

Concealed handgun permit files

Retained indefinitely in New World System RMS.

Concealed handgun permit CBI reconciliation backup information (redacted information not sent to County Finance); retain electronically 6 years plus current.

**PROFESSIONAL STANDARDS:
(includes general administrative)**

Employment applications (not hired)

2 years plus current as an electronic record.

Deputy Sheriff's Association Records
- Non-financial documents/correspondence
- Financial documents

- 5 years plus current.
- 6 years plus current electronically.

Explorer personnel files

Retain indefinitely as an electronic record.

Explorer financial records (any records held at Sheriff's Office)

- 6 years plus current.

Employee medical files

Retain indefinitely as an electronic record.

Employee personnel files

Retain most categories for 3 years. System set to purge at 3 years.

Training records (includes lesson plans, academy information, FTO training records, and all other training documentation)

Retain indefinitely as an electronic record.

Internal Affairs: Includes all inquiries, formal and informal investigations, Accident Review Board Records

Cases are created and worked electronically. All paper records are to be scanned, attached to the case and retained as follows: un-sustained IAs and PCRs will be retained 2 years plus the current year and then permanently purged. Sustained IAs and PCRs will be retained 4 years plus the current year and then permanently purged.

Pursuit reports

Cases are created and worked electronically. All paper records are to be scanned, attached to the case and retained indefinitely.

Use of force reports

Cases are created and worked electronically. All paper records are to be scanned, attached to the case and retained indefinitely.

Litigation: All civil litigation in which DCSO is a party

Cases are created and worked electronically. All paper records are to be scanned, attached to the case and retained indefinitely. Litigation cases may be purged at the direction of the Sheriff after final disposition.

Purchase orders / requisitions

Internal file copies retained electronically for 1 year plus current. Electronic records (official records) retained by County Finance Department.

Invoices/vouchers

Internal invoices not required to be retained longer than voucher process completed and payment confirmed (generally no more than 30 days); Electronic records (official records) retained by County Finance Department.

Purchasing card receipts	Receipts not required to be retained longer than purchasing card process completed (generally no more than 30 – 60 days); Electronic records retained by County Finance Department through JP Morgan Chase Purchasing Card System.
Accreditation files	Maintained according to applicable accrediting agency’s standards.
Division-level correspondence	2 years plus current.
Hiring advertisements	After hiring process, image and retain indefinitely.
Promotional exam records	All promotional material is completed electronically in Guardian Tracking and retained indefinitely.
Supervisory documentation	3 years (in Guardian Tracking). Purged automatically at 3 years.
Contracts, Memoranda of Understanding, Intergovernmental Agreements.	Retain electronic records indefinitely.
Grant records: Applications, awards, and all program and financial documentation	Retain paper or electronic records for 6 years plus current; thereafter, information is transferred to annual reports that are retained indefinitely.
Press releases	Retain indefinitely.
Office manuals, including Policy & Procedures, Divisional SOPs, and Inmate Handbook	Current paper version of each manual retained in Accreditation Unit. Electronic records retained indefinitely.
Asset Forfeiture Board records Asset Forfeiture financial records	Retain electronic records indefinitely. Retain paper and/or electronic records indefinitely.