

# State of Florida

## **GENERAL RECORDS SCHEDULE GS2 FOR LAW ENFORCEMENT, CORRECTIONAL FACILITIES, AND DISTRICT MEDICAL EXAMINERS**



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R. 1B-24.003(1)(b), *Florida Administrative Code*

Florida Department of State  
Division of Library and Information Services

Tallahassee, Florida

850.245.6750

<http://dos.myflorida.com/library-archives/records-management/>

# GENERAL RECORDS SCHEDULE GENERAL INFORMATION AND INSTRUCTIONS

## FOREWORD

The **general records schedules** established by the Department of State are intended for use by state, county, city, and special district public records custodians. If you are unsure of your organization's status as a "public agency," consult your legal counsel and/or the Florida Attorney General's Office for a legal opinion. The Department of State publishes the following general records schedules:

<b>GS1-SL</b>	<b>State and Local Government Agencies</b>
<b>GS2</b>	<b>Law Enforcement, Correctional Facilities, and District Medical Examiners</b>
<b>GS3</b>	<b>Election Records</b>
<b>GS4</b>	<b>Public Hospitals, Health Care Facilities and Medical Providers</b>
<b>GS5</b>	<b>Universities and Community Colleges</b>
<b>GS7</b>	<b>Public Schools Pre-K-12, Adult and Vocational/Technical</b>
<b>GS8</b>	<b>Fire Departments</b>
<b>GS9</b>	<b>State Attorneys</b>
<b>GS10</b>	<b>Public Defenders</b>
<b>GS11</b>	<b>Clerks of Court</b>
<b>GS12</b>	<b>Property Appraisers</b>
<b>GS13</b>	<b>Tax Collectors</b>
<b>GS14</b>	<b>Public Utilities</b>
<b>GS15</b>	<b>Public Libraries</b>

All Florida public agencies are eligible to use the GS1-SL, which provides retention periods for the most common administrative records such as routine correspondence and personnel, payroll, financial and legal records. General records schedules GS2 through GS15 are applicable to program records of specific functional areas, such as elections administration, tax collecting, or law enforcement, each of which has unique program responsibilities and thus unique records retention requirements. The GS2 through GS15 should be used in conjunction with the GS1-SL to cover as many administrative and program records as possible. The **GS2 General Records Schedule for Law Enforcement, Correctional Facilities, and District Medical Examiners** covers records documenting law enforcement and related functions and activities, including records created and/or maintained by **state law enforcement agencies, county sheriff's offices, local police departments, campus police departments, local and state jails, prisons, other correctional and detention facilities, and district medical examiner's offices.**

The retention periods set forth in the general records schedules are based on federal and state laws and regulations, general administrative practices, and fiscal management principles. Please note that these are **minimum** retention periods; public agencies may retain their records longer at their discretion. In fact, certain accreditation committees may have standards that require longer retention periods. Contact your accrediting organization for more information on their requirements. In addition, federal, state or local laws and regulations regarding recordkeeping and records retention for specific agencies or specific types of records might require a longer retention than indicated in this general schedule. Agencies should be aware of all laws and regulations relating to their records and recordkeeping requirements. However, remember that a public agency is **not** permitted to **reduce** the retention periods stated in a general records schedule.

General Records Schedule GS2 for Law Enforcement, Correctional Facilities,  
and District Medical Examiners

For additional information on records retention and disposition, please refer to *The Basics of Records Management* handbook, which, along with all Florida general records schedules, is available on the Department of State's *Services for Records Managers* website at:

<http://dos.myflorida.com/library-archives/records-management/>

To obtain an individual printed copy or electronic copy, fax your request to 850.245.6795, Attention: Receptionist, contact the Records Management Program at 850.245.6750, or e-mail [recmgt@dos.state.fl.us](mailto:recmgt@dos.state.fl.us).

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## I. STATUTORY AUTHORITY

This general records schedule is issued by the Department of State, Division of Library and Information Services, in accordance with the statutory provisions of Chapters 119 and 257, Florida Statutes.

Chapter 119, Florida Statutes, defines the terms “public records,” “custodian of public records,” and “agency,” as well as the fundamental process by which disposition of said records is authorized under law.

Chapter 257, Florida Statutes, establishes the Florida State Archives and Records Management Program under the direction of the Division of Library and Information Services, Department of State, and specifically provides for a system for the scheduling and disposition of public records. Chapter 257 also authorizes the Division to establish and coordinate standards, procedures and techniques for efficient and economical record making and keeping, and requires all agencies to appoint a Records Management Liaison Officer.

## II. DETERMINING RETENTION REQUIREMENTS

In determining public records retention requirements, four values must be considered to ensure that the records will fulfill their reason for creation and maintenance: administrative, legal, fiscal and historical. These four values have been evaluated in depth to determine the retention requirements of the records listed in this general records schedule.

There are two particular financial factors that may impact the retention period of an agency's records:

- A. Audits - Audits are the means by which independent auditors examine and express an opinion on financial statements and, as applicable, report on public agencies' compliance with laws, regulations and internal controls. Audit requirements for state financial assistance provided by State of Florida agencies to nonstate entities are established by the Florida Single Audit Act, Section 215.97, Florida Statutes.

There are various types of audits. Performance audits examine the economy and efficiency and/or effectiveness of applicable programs, activities or functions. Financial audits include (1) an examination of financial statements in order to express an opinion on the fairness with which they present financial position, results of operations, and changes in financial position in conformity with generally accepted accounting principles; (2) an examination to determine whether operations are properly conducted in accordance with legal and regulatory requirements; and (3) an examination of any additional financial information necessary to comply with generally accepted accounting principles. As applicable, the scope of the financial audit shall include any additional auditing activities necessary to comply with the term “financial audit” as defined and used in *Government Auditing Standards*, as amended. Also as applicable, the scope of a financial audit shall encompass the additional activities necessary to establish compliance with the Single Audit Act Amendments of 1996, Public Law 104-156 (31 USCA ss. 7501 to 7507); United States Office of Management and Budget (OMB) Circular A-133; and other applicable federal law.

The Records Management Program does not track or maintain information on which audits apply to which records in which agencies. Retention schedules are written to alert agencies that certain records *might* be required for audit purposes. Different agencies are subject to different types of audits at different times, and each agency is responsible for knowing what audits might be conducted and retaining needed records for that purpose. For instance, some agencies might be subject to the Federal Single Audit, while others are not. In general, any records relating to finances or financial transactions might

be subject to audit.

Audits may be conducted by the Florida Auditor General, independent public accountants, or other state or federal auditors, as well as grant funding agencies and national or statewide professional accreditation or certification groups. Your finance office, your legal office, and the Auditor General's Office are good sources of information as to which specific records of your agency should be retained for audit purposes.

- B. Grants - Any public agency receiving local, state or federal grant money will need to be familiar with grantor-agency requirements.

### III. SCHEDULING AND DISPOSITION OF PUBLIC RECORDS

The procedures for scheduling and disposition of public records, applicable to all public agencies, consist of two separate but related actions:

- A. Establishing a Records Retention Schedule - A retention schedule describing the records and setting the minimum retention period is required for each record series. A record series, as defined in Rule 1B-24, Florida Administrative Code, is "a group of related public records arranged under a single filing arrangement or kept together as a unit (physically or intellectually) because they consist of the same form, relate to the same subject or function, result from the same activity, document a specific type of transaction, or have some other relationship arising from their creation, receipt, or use." Examples of series that agencies might maintain are Personnel Files, Client Case Files, Project Research Files, Equipment Maintenance and Repair Records, or Procurement Files. Each record series might contain records in a variety of forms and formats that collectively document a particular program, function, or activity of the agency. The records retention schedule establishes officially the **minimum** length of time that the record series must be retained.
  - 1. **General records schedules** establish retention requirements for records documenting administrative and program functions common to several or all government agencies, such as personnel, accounting, purchasing, and general administration. General records schedules can cover up to 75-80 percent of an agency's record series. The *General Records Schedule GS1-SL for State and Local Government Agencies* can be used by all state and local agencies in determining their records retention requirements.

Certain agencies can use other general records schedules in conjunction with the GS1-SL. General records schedules have been established for program records of specific functional areas. For example, the *GS5 for Universities and Community Colleges* establishes retention requirements for program records unique to the functions and activities of those types of institutions; the *GS9 for State Attorneys* establishes retention requirements for program records unique to State Attorneys' offices; and the *GS12 for Property Appraisers* establishes retention requirements for program records unique to Property Appraisers' offices. Please contact the Records Management Program to verify which general records schedules are appropriate for use by your agency.

If a similar record series is listed in two general record schedules, the retention requirements contained in the program schedule shall take precedence. For instance, if a record series is listed in both the GS1-SL and the GS3, elections offices should abide by the retention requirements cited in the GS3.

REMEMBER: The retention period stated in the applicable schedule is the **minimum** time a record must be maintained. If two or more record series are filed together, the combined file must be retained through the longest retention

period of those records.

2. **Individual records schedules** establish retention requirements for records that are unique to particular agencies. These schedules are used for the 20-25 percent of an agency's records that are not in a general schedule. To establish an individual records schedule, an agency must submit a Request for Records Retention Schedule, Form LS5E105REff.2-09, to the Records Management Program for review and approval. This "105" form is available on the Records Management website at:

<http://dos.myflorida.com/library-archives/records-management/forms-and-publications/>

Records become eligible for disposition action once they have met the retention requirements specified in an established retention schedule and any other applicable requirements (e.g., litigation). The individual schedule remains effective until there is a change in series content or until other factors are introduced that would affect the retention period, at which time a new individual records retention schedule should be submitted for approval. If a new general records schedule is later established that requires an equal or longer retention period for the same records, that general records schedule supersedes the individual records schedule.

- B. Final Disposition of Public Records - Section 257.36(6), Florida Statutes, states that, "A public record may be destroyed or otherwise disposed of only in accordance with retention schedules established by the division." This means that all records, regardless of access provisions, must be scheduled before disposition can occur (see Sections 119.07-119.0714, Florida Statutes, regarding access provisions). Agencies must identify an appropriate general records schedule or individual records schedule for any records being disposed of. If a retention schedule for the records does not exist, then one must be established by following the procedures listed above for "Establishing a Records Retention Schedule."

Records Disposition Documentation - Agencies must maintain internal documentation of records disposition including retention schedule number, retention schedule item number, records series title, inclusive dates, volume (in cubic feet) of paper records destroyed, and disposition action (manner of disposition) and date. A form titled *Records Disposition Document*, which is recommended for use in documenting records disposition, is available on the Records Management website at <http://dos.myflorida.com/library-archives/records-management/forms-and-publications/>. Agencies must maintain this documentation as a permanent record, but should **not** submit it to the Records Management Program for review or approval.

#### IV. ARCHIVAL VALUE

- A. **State agencies** - The State Archives of Florida will analyze record series to identify records having enduring historic, administrative, or fiscal value that may be eligible for permanent preservation. If a record series description states, "**These records may have archival value.**" the state agency must contact the State Archives of Florida for archival review before disposition of the records. The RMLO or other agency representative should contact the Archives by telephone at 850.245.6750 or by e-mail at [recmgt@dos.state.fl.us](mailto:recmgt@dos.state.fl.us). The Archives will provide guidance for the transfer of the records to the State Archives or other appropriate disposition of the records. For records indicating both a **Permanent** retention **and** possible archival value, agencies should contact the State Archives after five years for archival review and guidance as to whether, when, and how to transfer the records to the Archives.

- B. **All other agencies** - When preparing to dispose of records that have met their required retention, carefully consider the potential historical research value of those records. Some records that do not have a permanent retention still might have enduring value to your community as evidence of the interactions between government and citizens and as sources of information about local government, society, and culture. For your convenience, we have indicated that “**These records may have archival value**” for series that are most likely to have such historical or archival value. Not all such records will be determined to be archival; conversely, some records without this statement in the series description might have archival value. Records of historical value to your community should be preserved locally for the benefit of historians and other researchers. Technical assistance in determining archival value is available from State Archives staff at 850.245.6750.

## V. ELECTRONIC RECORDS

Records retention schedules apply to records regardless of their physical format. Therefore, records created or maintained in electronic format must be retained in accordance with the minimum retention requirements presented in these schedules, whether the electronic records are the record copy or duplicates. Printouts of standard correspondence in text or word processing files are acceptable in place of the electronic files. Printouts of electronic communications (e-mail, instant messaging, text messaging, multimedia messaging, chat messaging, social networking, or any other current or future electronic messaging technology or device) are acceptable in place of the electronic files, provided that the printed version contains all date/time stamps and routing information. However, in the event that an agency is involved in or can reasonably anticipate litigation on a particular issue, the agency must maintain in native format any and all related and legally discoverable electronic files.

## VI. FACTORS THAT MAY INFLUENCE THE DISPOSITION OF RECORDS

- A. **Litigation** - When a public agency has been notified that a potential cause of action is pending or underway, that agency should **immediately** place a hold on disposition of **any and all** records related to that cause. Your agency’s legal counsel should inform your Records Management Liaison Officer when that hold can be lifted and when the records are again eligible for disposition.
- B. **Public Records Requests** - According to Section 119.07(1)(h), Florida Statutes, the custodian of a public record may not dispose of a record “for a period of 30 days after the date on which a written request to inspect or copy the record was served on or otherwise made to the custodian of public records by the person seeking access to the record. If a civil action is instituted within the 30-day period to enforce the provisions of this section with respect to the requested record, the custodian of public records may not dispose of the record except by order of a court of competent jurisdiction after notice to all affected parties.”
- C. **Accreditation Standards** - Some public agencies receive national or statewide accreditation or certification by professional societies, organizations, and associations. Examples may include the Joint Commission on the Accreditation of Healthcare Organizations, the Commission on Accreditation for Law Enforcement Agencies, and the Commission on Office Laboratory Accreditation. In an effort to enhance the professionalism of their members, these groups may place heavier burdens on public agencies than those that are mandated under state or federal law. Agencies may therefore choose to maintain their records for a longer period of time than required by established records retention schedules in order to meet accreditation standards. However, records cannot be disposed of before the minimum retention period dictated by the records retention schedules, even if the accrediting organization requires a shorter



retention period.

- D. Records in Support of Financial or Performance Audits - These records should be retained in accordance with the following guidelines provided by the Florida Office of the Auditor General:

Records must be retained for **at least** three fiscal years (most financial records must be retained for a minimum of five fiscal years in accordance with guidelines of the Department of Financial Services and the Office of the Auditor General). **If subject to the Federal Single Audit (pursuant to 31 USC, Section 7502, and OMB Circular A-133, Audits of States, Local Governments, and Non-Profit Organizations, Subpart E) or other federal audit or reporting requirements, records must be maintained for the longer of the stated retention period or three years after the release date of the applicable Federal Single Audit or completion of other federal audit or reporting requirements.** Finally, if any other audit, litigation, claim, negotiation, or other action involving the records has been started before the expiration of the retention period and the disposition of the records, the records must be retained until completion of the action and resolution of all issues which arise from it. However, in no case can such records be disposed of before the three fiscal year minimum.

- E. Federal, state, or local laws and regulations regarding recordkeeping and records retention for specific agencies or specific types of records might require a longer retention than indicated in this general schedule. Agencies should be aware of all laws and regulations relating to their records and recordkeeping requirements.

## VII. RECORDS MANAGEMENT STANDARDS AND REQUIREMENTS

Unless otherwise prohibited by law or rule, the record copy may be reformatted to microfilm or electronic form as long as the requirements of Rule 1B-26.003 or 1B-26.0021, Florida Administrative Code, are met.

- A. Electronic Recordkeeping is defined in Rule 1B-26.003, Florida Administrative Code, which provides standards and guidelines for creation and maintenance of record (master) copies of public records in electronic form. Public records are those as defined by Section 119.011(12), Florida Statutes.
- B. Microfilm Standards are defined in Rule 1B-26.0021, Florida Administrative Code, which provides standards for microfilming of public records to ensure that the film, photography methods, processing, handling, and storage are in accordance with methods, procedures, and specifications designed to protect and preserve such records on microfilm.

## VIII. RECORDS VOLUME CONVERSION TO CUBIC FOOT MEASUREMENTS

Cassette Tapes (200)	1.0 cubic foot
Letter-size, drawer or box	1.5 cubic feet
Legal-size, drawer or box	2.0 cubic feet
Letter-size, 36-inch shelf	2.0 cubic feet
Legal-size, 36-inch shelf	2.5 cubic feet
Magnetic Tapes (12)	1.0 cubic foot
3 x 5 card, ten 12-inch rows	1.0 cubic foot
3 x 5 card, five 25-inch rows	1.0 cubic foot
4 x 6 card, six 12-inch rows	1.0 cubic foot

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5 x 8 card, four 12-inch rows	1.0 cubic foot
16mm microfilm, 100 rolls	1.0 cubic foot
35mm microfilm, 50 rolls	1.0 cubic foot

(1 roll of microfilm contains approximately 1.0 cubic foot of records.)

## **LAW ENFORCEMENT RECORDS**

### **ACCIDENT RECORDS: MOTOR VEHICLE**

**Item #196**

This record series consists of records generated or received by law enforcement agencies in the course of investigating motor vehicle accidents. Records may include, but are not limited to, traffic accident reports, general correspondence, property receipts, requests for blood test, blood test analyses, accident supplements, supplemental reports, photographs, and National Crime Information Center (NCIC) and Florida Crime Information Center (FCIC) information. Records may include the notifications provided by garages and repair shops who are required under Section 316.065, Florida Statutes, Crashes; reports; penalties, to report collisions. The baseline 4 anniversary year retention is pursuant to the Statute of Limitations, Section 95.11, Florida Statutes. See also "ACCIDENT RECORDS INDEX: MOTOR VEHICLE," "ACCIDENT REPORT FORMS: MOTOR VEHICLE," "CHEMICAL ANALYSIS TEST LOG," "CHEMICAL ANALYSIS TEST REPORTS," and "CITATIONS."

#### **RETENTION:**

- a) Record copy. 4 anniversary years or as long as any related Criminal Investigative Records file is retained, whichever is longer.
- b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.

### **ACCIDENT RECORDS INDEX: MOTOR VEHICLE**

**Item #120**

This record series consists of an index to motor vehicle accident reports and their supporting documentation. The index provides a quick reference point to the actual accident record or case file and may list such information as accident number, location of the accident, date and time, and name of investigating officer. See also "ACCIDENT RECORDS: MOTOR VEHICLE" and "ACCIDENT REPORT FORMS: MOTOR VEHICLE."

#### **RETENTION:**

- a) Record copy. Retain as long as item to which it relates.
- b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.

### **ACCIDENT REPORT LONG FORMS: MOTOR VEHICLE**

**Item #197**

This record series consists of traffic accident report long forms submitted to the Department of Highway Safety and Motor Vehicles or a traffic records center pursuant to Section 316.066(1)(a), Florida Statutes, Written reports of crashes. Long forms must be completed when a motor vehicle crash resulted in death or personal injury; involved a violation of Section 316.061(1), Florida Statutes, Crashes involving damage to vehicle or property; involved a violation of Section 316.193, Florida Statutes, Driving under the influence; or in which a vehicle was rendered inoperative to a degree that required a wrecker to remove it from traffic. This retention is for the copy retained by the reporting agency, not for the copy received by the Department of Highway Safety and Motor Vehicles. See also "ACCIDENT RECORDS INDEX: MOTOR VEHICLE," "ACCIDENT RECORDS: MOTOR VEHICLE," "ACCIDENT REPORT SHORT FORMS: MOTOR VEHICLE," "CHEMICAL ANALYSIS TEST LOG," "CHEMICAL ANALYSIS TEST REPORTS," and "CITATIONS."

#### **RETENTION:**

- a) Record copy. 180 days.
- b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.

### **ACCIDENT REPORT SHORT FORMS: MOTOR VEHICLE**

**Item #213**

This record series consists of traffic accident report short forms required for every crash pursuant to Section 316.066(1)(b), Florida Statutes, Written reports of crashes, in which a Florida Traffic Crash Report Long Form is not required. This series includes proof of insurance provided by each party involved in the crash. See also "ACCIDENT REPORT LONG FORMS: MOTOR VEHICLE," "ACCIDENT RECORDS INDEX: MOTOR VEHICLE," "ACCIDENT RECORDS: MOTOR VEHICLE," "ACCIDENT REPORT LONG FORMS: MOTOR VEHICLE," "CHEMICAL ANALYSIS TEST LOG," "CHEMICAL ANALYSIS TEST REPORTS," and "CITATIONS."

#### **RETENTION:**

- a) Record copy. 4 anniversary years.
- b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.

### **ACCREDITATION RECORDS: LAW ENFORCEMENT AGENCY**

**Item #195**

This record series consists of all materials and documentation used for the purpose of demonstrating compliance with the professional standards established by the Commission for Florida Law Enforcement Accreditation or the Commission on Accreditation for Law Enforcement Agencies. These records may include, but are not limited to, general or special orders, rules and regulations, standard operating procedures, internal reports, forms, correspondence, and tabulations. They may also include a formal written assessment statement of the agency's compliance or noncompliance and subsequent follow-up reports. See also "ACCREDITATION RECORDS: CORRECTIONAL FACILITY."

#### **RETENTION:**

- a) Record copy. 3 anniversary years after accreditation.
- b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.

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\*\*\*LAW ENFORCEMENT RECORDS\*\*\*

**ACTIVITY LOGS**

**Item #34**

This record series consists of daily logs documenting all activities occurring during a shift in a law enforcement agency or correctional or detention facility. The purpose of this log is to update the next shift of all activities occurring prior to their arrival on duty. This series does not include Activity Reports, which are covered under *General Records Schedule GS1-SL for State and Local Government Agencies*, Item #124, "OPERATIONAL AND STATISTICAL REPORTS."

**RETENTION:**

- a) Record copy. 1 anniversary year provided applicable audits have been released.
- b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.

**ALARM AND EMERGENCY CONTACT RECORDS**

**Item #4**

This record series consists of alarm registration records and emergency contact lists. The series may include forms completed by a business or residential owner naming emergency contacts, name of owner of business or residence, type of alarm, location of safe, and alarm company name. These records are used to contact a business or residence owner if the owner's property is vandalized or damaged. These records also enable the officer to contact the alarm company to have an alarm shut off or reset after responding. This series may also include emergency contact information for the company that installed the alarm system. See also "SPECIAL WATCH RECORDS."

**RETENTION:**

- a) Record copy. Retain until obsolete, superseded, or administrative value is lost.
- b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.

**AMBULANCE LOGS**

**Item #5**

This record series logs ambulances dispatched at police request through a central communications facility. Information may include date and time called, location of call, zone, ambulance dispatched, special remarks, call cancelled and reason, and call number. This record is used to verify that the ambulance was requested by an officer for payment purposes. This series does not include medical treatment information.

**RETENTION:**

- a) Record copy. 5 fiscal years provided applicable audits have been released.
- b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.

**ANNUAL REPORT TO THE BOARD OF COUNTY COMMISSIONERS**

**Item #6**

This record series consists of annual reports required of each county officer who receives any expenses or compensation in fees, commissions, or other remuneration. The report contains an annual listing of all such fees, commissions, or remuneration, and shows in detail the purpose, character, and amount of all official expenses and the unexpended budget balance. This report is pursuant to Section 218.36, Florida Statutes, County officers; record and report of fees and disposition of same. *This record series may have archival value.*

**RETENTION:**

- a) Record copy. 5 fiscal years provided applicable audits have been released.
- b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.

**APPEARANCE BOND REGISTERS**

**Item #14**

This record series documents appearance bonds and may include the bond number, date received, name of defendant, amount of paper bond, amount of cash bond, from whom the cash was received, the name of the bondsman, by whom it was accepted, the court to which it is returnable, the disposition of the cases and bond, interest rate, due date, date of disposition, and the number of the check which disposed of the bond.

**RETENTION:**

- a) Record copy. 5 fiscal years provided applicable audits have been released.
- b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.

**APPLICATIONS: CONCEALED WEAPONS/FIREARMS**

**Item #151**

This record series consists of applications to carry a concealed weapon or firearm. This series is no longer accumulating, as this function is now conducted by the Department of Agriculture and Consumer Services pursuant to Section 790.06, Florida Statutes, License to carry concealed weapon or firearm.

**RETENTION:**

- a) Record copy. Retain until obsolete, superseded, or administrative value is lost.
- b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.

**ARREST RECORDS: OFFENDER INFORMATION**

**Item #32**

This record series documents each adult and juvenile arrested. The records provide such information as complete name; alias or nickname; residence; sex; age; date of birth; place of birth; height; weight; color of hair; color of eyes; complexion; race; date of arrest and/or offense; offense committed; car make, year, license number, and state; occupation; habits; name of closest relative or friends; scars, marks, or tattoos; any abnormalities; and special remarks. The juvenile records may also include parent(s) or guardian's name(s), telephone number(s), and occupation(s). If the arrest results in an investigation, the

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record should be filed with the applicable Criminal Investigative Records item. See also "CRIMINAL INVESTIGATIVE RECORDS" items, "CRIMINAL HISTORY SUMMARY RECORDS/RAP SHEETS," and "MASTER NAME INDEXES."

**RETENTION:**

- a) Record copy. Retain until obsolete, superseded, or administrative value is lost.
- b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.

**ARREST WARRANTS/CAPIAS/ORDERS**

**Item #7**

This record series consists of arrest warrants, capias (bench warrants), or orders including the name of the individual sought for arrest, the offense, and the name of the arresting officer and/or officer who requested the warrant. If the arrest results in or relates to a criminal investigation, the warrant should be filed with the applicable Criminal Investigative Records item. See also "CRIMINAL INVESTIGATIVE RECORDS" items, "WARRANT CASE FILES," and "WARRANT INDEX."

**RETENTION:**

- a) Record copy. Retain until satisfied, canceled, withdrawn, or otherwise disposed of.
- b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.

**AUCTION RECORDS**

**Item #10**

This record series documents the sale at public auction of abandoned and unclaimed articles (e.g., vehicles, bicycles, surfboards) and found property. The records may include a list of abandoned, unclaimed, and found articles and property, the advertisement of public sale, and the auction receipt form reporting money received for items sold at auction. Public sales of abandoned or lost property are pursuant to Section 705.103, Florida Statutes, Procedure for abandoned or lost property. See also "PROPERTY RECORDS: SEIZED/ABANDONED/FORFEITED."

**RETENTION:**

- a) Record copy. 5 fiscal years provided applicable audits have been released.
- b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.

**BACKGROUND CHECKS: OUTSIDE AGENCIES/BUSINESSES**

**Item #153**

This record series documents background checks performed at the request of another agency or business for volunteer or employment purposes. The series may include, but is not limited to, background check forms, the results, and fingerprint cards. See also "CRIMINAL HISTORY DISSEMINATION RECORDS: FCIC/NCIC."

**RETENTION:**

- a) Record copy. Retain until obsolete, superseded, or administrative value is lost.
- b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.

**BE ON THE LOOKOUT (BOLO) RECORDS**

**Item #11**

This record series consists of records compiled when a "Be On the Lookout" (BOLO) is requested. The BOLO form is completed to provide uniformity in communicating the necessary information and may continue to be used for in-house information. The series may also include photographs, license plate records, vehicle description, and other related information. See also "BULLETINS: DAILY."

**RETENTION:**

- a) Record copy. Retain until request is rescinded or satisfied.
- b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.

**BULLETINS: DAILY**

**Item #33**

This record series consists of bulletins that communications dispatchers prepare daily to provide basic information to the officers. Each bulletin covers a 24-hour period and indicates officers on duty, vehicle assignments, and any special messages such as descriptions of suspicious persons. See also "BE ON THE LOOKOUT (BOLO) RECORDS."

**RETENTION:**

- a) Record copy. Retain until obsolete, superseded, or administrative value is lost.
- b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.

**CHEMICAL ANALYSIS TEST LOG**

**Item #122**

This record series consists of a log of all chemical analysis tests. Retention is based on Rule 11D-8.0075, Florida Administrative Code, Agency Retention of Records. See also "CHEMICAL ANALYSIS TEST REPORTS," and "CRIMINAL INVESTIGATIVE RECORDS" items.

**RETENTION:**

- a) Record copy. 3 anniversary years after last entry.
- b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.

**CHEMICAL ANALYSIS TEST REPORTS**

**Item #17**

This record series documents information generated when chemically testing individuals suspected of illegally being under the influence of alcohol or drugs. Information includes city and county in which test was performed; date and time of test; type of testing instrument; serial number of instrument; location of instrument; subject's name, age, race, and sex; blood alcohol test

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results; chemical test operator; arresting officer and agency; citation number; charge; accident (if any); operational checklist; total time subject was observed; date of preventive maintenance; date and time simulation performed; date last simulation test conducted; simulator concentration; results of simulation test and operator; and chemical test operator and agency. Retention is based on Rule 11D-8.0075, Florida Administrative Code, Agency Retention of Records. If the report relates to an investigation, the record should be filed with the applicable Criminal Investigative Records item. See also "CHEMICAL ANALYSIS TEST LOG" and "CRIMINAL INVESTIGATIVE RECORDS" items.

**RETENTION:**

- a) Record copy. 3 anniversary years after submitted.
- b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.

**CITATION BOOK RECEIPT RECORDS**

**Item #157**

This record series documents receipt of citation books by officers, indicating which officer received which citation book and date of receipt. This series also assists the agency in monitoring the performance of each officer. See also "CITATIONS."

**RETENTION:**

- a) Record copy. 1 anniversary year.
- b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.

**CITATION LOGS**

**Item #101**

This record series documents citations issued, listing ticket number, name of violator, date ticket was issued, and the officer's name. This series may also list any citations which are damaged or upon which an entry was made but the citation was never issued. These records are created pursuant to Section 316.650, Florida Statutes, Traffic citations; Section 327.74, Florida Statutes, Uniform boating citations; or Section 372.701, Florida Statutes, Arrest by officers of the Fish and Wildlife Conservation Commission; recognizance; cash bond; citation. See also "CITATION TRANSMITTAL RECORDS" and "CITATIONS."

**RETENTION:**

- a) Record copy. 1 fiscal year provided applicable audits have been released.
- b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.

**CITATION TRANSMITTAL RECORDS**

**Item #102**

This record series documents those traffic citations and the citation numbers which have been issued and sent to the Department of Highway Safety and Motor Vehicles or the Fish and Wildlife Conservation Commission. This retention is for the copy retained by the transmitting agency, not for the copy received by the Department of Highway Safety and Motor Vehicles or the Fish and Wildlife Conservation Commission. These records are created pursuant to Section 316.650(6), Florida Statutes, Traffic citations, or Section 327.74(6), Florida Statutes, Uniform boating citations. See also "CITATION LOGS" and "CITATIONS."

**RETENTION:**

- a) Record copy. 1 fiscal year provided applicable audits have been released.
- b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.

**CITATIONS**

**Item #103**

This record series consists of citations and complaints notifying the alleged violator to appear and answer to charges of violating traffic, wildlife, boating, or other municipal ordinances or state or federal laws. The series contains the case docket number; court location; name, address, and pertinent facts of the offender; description of the vehicle; types of offense and prevailing conditions; name and badge number of the officer or other complainant; court appearance date; and the signature of the offender. Issued along with traffic citations may be an "affidavit-of-compliance" indicating that a non-commercial vehicle is operating in an unsafe manner or with inoperable equipment, per Section 316.610, Florida Statutes, Safety of vehicle; inspection. Copies of citations go to the Clerk of the Court, the individual cited, and any applicable state agency (Department of Highway Safety and Motor Vehicles, Department of Environmental Protection, or the Florida Fish and Wildlife Conservation Commission). This retention is for the copy retained by the issuing agency, not for the copy sent to the Clerk of Court, Department of Highway Safety and Motor Vehicles, the Department of Environmental Protection, or the Fish and Wildlife Conservation Commission. Citations may also be known as "parking tickets," "boating tickets," "wildlife citations," "parking citations," "traffic summons," or "non-moving citations." These records are created pursuant to Section 316.650, Florida Statutes, Traffic citations; Section 327.74, Florida Statutes, Uniform boating citations; or Section 372.701, Florida Statutes, Arrest by officers of the Fish and Wildlife Conservation Commission; recognizance; cash bond, citation. **For Code Enforcement citations, see General Records Schedule GS1-SL for State and Local Government Agencies, Item #236, "CODE ENFORCEMENT HEARING CASE FILES," and Item #237, "CODE VIOLATION RECORDS."** See also "ACCIDENT RECORDS: MOTOR VEHICLE," "ACCIDENT REPORT FORMS: MOTOR VEHICLE," "CITATION LOGS," "CITATION TRANSMITTAL RECORDS," and "NOTICES: TO APPEAR IN COURT."

**RETENTION:**

- a) Record copy. 60 days after citation issued.
- b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.

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**CITIZEN RIDE-ALONG REQUEST AND RELEASE RECORDS**

**Item #158**

This record series consists of citizen applications to ride in a patrol car and/or patrol vessel with an officer and observe during the officer's shift. The records provide date and time of ride-along and a liability release. The retention period is pursuant to Section 95.11, Florida Statutes, the Statute of Limitations for negligence and wrongful death.

**RETENTION:**

- a) Record copy. 4 anniversary years after ride-along.
- b) Duplicate. Retain until obsolete, superseded, or administrative value is lost.

**CIVIL INDEXES**

**Item #18**

This record series consists of an index of parties to civil suits (also known as civil actions or lawsuits) providing access by name of party and indicating date served and by whom served. See also "CIVIL PROCESS/RETURN RECORDS."

**RETENTION:**

- a) Record copy. 3 anniversary years after last entry provided applicable audits have been released.
- b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.

**CIVIL PROCESS/RETURN RECORDS**

**Item #19**

This record series documents process serving by law enforcement agencies and may include such information as name of plaintiff and defendant, type of writ, case number, cause of action, court, receipt, deposit, attorney, date received, name, date, time of service, and costs. If this is the only record of financial transactions relating to civil process and returns, see *General Records Schedule GS1-SL for State and Local Government Agencies*, Item #365, "RECEIPT/REVENUE RECORDS: DETAIL." See also "CIVIL INDEXES," "EXECUTION DOCKET RECORDS," "EXECUTION RECORDS: RECEIPT FOR RETURN," "EXECUTION RECORDS: SATISFIED," "EXECUTION RECORDS: SUPPORTING DOCUMENTS," and "EXECUTION RECORDS: UNSATISFIED."

**RETENTION:**

- a) Record copy. 3 fiscal years provided applicable audits have been released.
- b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.

**CODE SHEETS**

**Item #20**

This record series consists of code sheets which are used to transmit statistical information for crime prevention. Codes might be referred to by other names, such as nature codes or disposition codes.

**RETENTION:**

- a) Record copy. Retain until obsolete, superseded, or administrative value is lost.
- b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.

**COMBAT AUTO THEFT (CAT) PROGRAM RECORDS**

**Item #159**

This record series documents citizens' participation in the Combat Auto Theft (CAT) Program. This program is designed to reduce the number of auto thefts by allowing law enforcement officers to perform an investigative stop of a participant's vehicle during designated hours to determine if the vehicle has been stolen. The series includes consent/registration forms, address and phone number updates, and withdrawal forms required from participants removing a vehicle from the program. The retention period is based on Section 95.11(3), Florida Statutes, the Statute of Limitations for filing an action based upon negligence, false arrest, false imprisonment, and malicious interference.

**RETENTION:**

- a) Record copy. 4 anniversary years after vehicle withdrawn from program.
- b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.

**COMMITMENT TO SERVE SENTENCE FORMS**

**Item #21**

This record series consists of forms completed by the court and signed by the judge committing an individual to jail or to pay a fine. The form provides name of person charged, date of conviction, type of offense, amount of fine, and length of sentence. The law enforcement agency's record copy is a duplicate of the official record copy on file with the Clerk of the Circuit Court. See also "BOOKING RECORDS."

**RETENTION:**

- a) Record copy. Retain until obsolete, superseded, or administrative value is lost.
- b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.

**COMPLAINT/INCIDENT LOGS**

**Item #24**

This record series lists all complaints or incidents to which a unit or officer responded showing name(s) of individual(s) involved, address, time, charges, complaint number assigned, report number, date, capsule information on complainant, nature of complaint, officers dispatched (if any), and immediate disposition of case. In some agencies, these records are generated from Computer Aided Dispatch (CAD) systems. See also "COMPLAINT/INCIDENT REPORTS."

**RETENTION:**

- a) Record copy. 2 anniversary years after last entry provided applicable audits have been released.
- b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.

**\*\*\*LAW ENFORCEMENT RECORDS\*\*\***

**COMPLAINT/INCIDENT REPORTS**

**Item #25**

This record series consists of reports completed by officers responding to a crime, disturbance, complaint, or other incident. The reports provide date; time; type of call; complaint number assigned; complainant's name, address, and phone number; name of victim (if any); desk officer; officer assigned; how complaint was reported; location of complaint or incident; responding officer(s); response/action taken; time and date unit was dispatched, arrived at scene, and returned to service; and immediate disposition of case. This report may be referred to as a "First Contact Police Report," "Offense/Incident Report," or "Case Report." This series also includes Baker Act Incident Reports. The retention period is based on the Statute of Limitations, Section 95.11, Florida Statutes. **If the complaint or incident results in an investigation, a copy of the report should be filed with the applicable Criminal Investigative Records item.** See also "COMPLAINT/INCIDENT LOGS," and "CRIMINAL INVESTIGATIVE RECORDS" items.

**RETENTION:**

- a) Record copy. 4 anniversary years after complaint/incident closed.
- b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.

**CONFIDENTIAL INFORMANT FILES**

**Item #199**

This record series consists of information pertaining to the identity of confidential informants. The series may include, but is not limited to, the informant's name, address, telephone number, race, sex, height, hair and eye color, social security number, date of birth, criminal history report, fingerprint card, photographs, and names of family members. If the informant is a paid informant, the series may also include records of payments to the informant.

**RETENTION:**

- a) Record copy. 5 fiscal years following last contact with informant provided applicable audits have been released.
- b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.

**CONFISCATED INTOXICATING BEVERAGE RECORDS: SALE PROHIBITED**

**Item #123**

This record series consists of itemized records, signed by the sheriff, documenting the seizure of intoxicating liquors, wines, or beer in counties which prohibit the sale of intoxicating liquors, wines, or beer, including a complete record of the destruction of such intoxicating beverages. Creation and retention of records is pursuant to Section 568.12, Florida Statutes, Record of Confiscation Required. See also "CONFISCATED INTOXICATING BEVERAGE REPORTS: ILLICIT LIQUOR."

**RETENTION:**

- a) Record copy. **Permanent.**
- b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.

**CONFISCATED INTOXICATING BEVERAGE REPORTS: ILLICIT LIQUOR**

**Item #26**

This record series consists of the law enforcement agency's copies of seized illicit intoxicating beverage reports submitted to the Division of Alcoholic Beverages and Tobacco by local law enforcement agencies pursuant to Section 562.38, Florida Statutes, Report of Seizures. See also "CONFISCATED INTOXICATING BEVERAGE RECORDS: SALE PROHIBITED."

**RETENTION:**

- a) Record copy. Retain until obsolete, superseded, or administrative value is lost.
- b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.

**CRIME ANALYSIS RECORDS**

**Item #70**

This record series consists of records documenting analytical activities involved in determining the *modus operandi* (MO), crime patterns, and related activities of known and unknown persons suspected of involvement in criminal activity. These records may also be filed as part of an applicable Criminal Investigative Records item.

**RETENTION:**

- a) Record copy. Retain until obsolete, superseded, or administrative value is lost.
- b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.

**CRIMINAL HISTORY DISSEMINATION RECORDS: FCIC/NCIC**

**Item #42**

This record series documents the dissemination of FCIC/NCIC criminal history records, providing the date of release of the records, to whom the information relates, to whom the information was released, state identification or FBI number, and the purpose for which the information was requested. These records are created and maintained pursuant to 28CFR20, Subpart C, Federal Systems and Exchange of Criminal History Record Information; Section 943.053, Florida Statutes, Dissemination of criminal justice information; fees; and Section 943.055, Florida Statutes, Records and audit.

**RETENTION:**

- a) Record copy. 4 anniversary years after distributed.
- b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.

**CRIMINAL HISTORY SUMMARY RECORDS/RAP SHEETS**

**Item #85**

This record series consists of criminal histories of arrested individuals or criminal suspects.

**RETENTION:**

- a) Record copy. Retain until obsolete, superseded, or administrative value is lost.
- b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.



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**CRIMINAL INTELLIGENCE INFORMATION RECORDS**

**Item #30**

This record series consists of "information with respect to an identifiable person or group of persons collected by a criminal justice agency in an effort to anticipate, prevent or monitor possible criminal activity" (Section 119.011(3)(a), Florida Statutes, Public Records; Definitions). Pursuant to Section 119.011(3)(d), Florida Statutes, "Criminal intelligence information shall be considered 'active' as long as it is related to intelligence gathering conducted with a reasonable, good faith belief that it will lead to detection of ongoing or reasonably anticipated criminal activities . . . In addition, criminal intelligence and criminal investigative information shall be considered 'active' while such information is directly related to pending prosecutions or appeals. The word 'active' shall not apply to information in cases which are barred from prosecution under the provisions of s. 775.15 [Time limitations; general time limitations; exceptions] or other statute of limitation." See also "CRIMINAL INVESTIGATIVE RECORDS" items.

**RETENTION:**

- a) Record copy. Retain until obsolete, superseded, or administrative value is lost.
- b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.

**CRIMINAL INVESTIGATIVE RECORDS: CAPITAL/LIFE FELONY**

**Item #31**

This record series consists of information with respect to an identifiable person or group of persons compiled by a criminal justice agency in the course of conducting a criminal investigation of a specific act or omission constituting a capital or life felony, including information derived by laboratory tests, reports of investigators or informants, or any type of surveillance (Section 119.011(3)(b), Florida Statutes). The series may also contain, but is not limited to, fingerprints and/or palm prints and print classification of the person arrested; FBI history number; state identification number; original and supplemental arrest reports and records; arrest affidavit; booking records; jail commitment records; first appearance records; copies of warrants; photographs; narrative describing case or offense; correspondence; the disposition of the case; bond and fine information for the person to be released from jail; commitment orders; court orders; record of offender's incarceration; Miranda rights form; family history; releasing orders; date of release; reason for release; court dispositions; and medical information. Retention is pursuant to Section 775.15, Florida Statutes, Time limitations; general time limitations; exceptions. See also "CRIMINAL INTELLIGENCE INFORMATION RECORDS" and other "CRIMINAL INVESTIGATIVE RECORDS" items.

**RETENTION:**

- a) Record copy. 100 anniversary years after crime committed.
- b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.

**CRIMINAL INVESTIGATIVE RECORDS: CHILD ABUSE OR NEGLECT**

**Item #200**

This record series consists of information with respect to an identifiable person or group of persons compiled by a criminal justice agency in the course of conducting a criminal investigation of a specific act or omission constituting child abuse, neglect, abandonment, and endangerment, including information derived by laboratory tests, reports of investigators or informants, or any type of surveillance (Section 119.011(3)(b), Florida Statutes). The series may also contain, but is not limited to, fingerprints and/or palm prints and print classification of the person arrested; FBI history number; state identification number; original and supplemental arrest reports and records; arrest affidavit; booking records; jail commitment records; first appearance records; copies of warrants; photographs; narrative describing case or offense; correspondence; the disposition of the case; bond and fine information for the person to be released from jail; commitment orders; court orders; record of offender's incarceration; Miranda rights form; family history; releasing orders; date of release; reason for release; court dispositions; and medical information. Retention is pursuant to Statute of Limitations, Section 95.11(7), Florida Statutes, For Intentional Torts Based on Abuse. **Retention may need to be extended under conditions established by Section 775.15(12)(b) – Section 775.15(16), Florida Statutes.** See also "CRIMINAL INTELLIGENCE INFORMATION RECORDS" and other "CRIMINAL INVESTIGATIVE RECORDS" items.

**RETENTION:**

- a) Record copy. 7 anniversary years after the age of majority, or 4 anniversary years after the injured person leaves the dependency of the abuser, or 4 anniversary years from the time of discovery by the injured party of both the injury and the causal relationship between the injury and the abuse, whichever occurs later. **Retention may need to be extended under conditions established by Section 775.15(12)(b) – Section 775.15(16), Florida Statutes.**
- b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.

**CRIMINAL INVESTIGATIVE RECORDS: DEGREE OF CRIME UNKNOWN/NO CHARGES FILED**

**Item #129**

This record series consists of information with respect to an identifiable person or group of persons compiled by a criminal justice agency in the course of conducting a criminal investigation of a specific act or omission where the degree of crime is unknown or there were no charges ultimately filed, including information derived by laboratory tests, reports of investigators or informants, or any type of surveillance (Section 119.011(3)(b), Florida Statutes). The series may also contain, but is not limited to, fingerprints and/or palm prints and print classification of the person arrested; FBI history number; state identification number; original and supplemental arrest reports and records; arrest affidavit; booking records; jail commitment records; first appearance records; copies of warrants; photographs; narrative describing case or offense; correspondence; the disposition of the case; bond and fine information for the person to be released from jail; commitment orders; court orders; record of offender's incarceration; Miranda rights form; family history; releasing orders; date of release; reason for release; court dispositions; and medical information. Retention is pursuant to Section 775.15, Florida Statutes, Time limitations; general time limitations; exceptions. See also "CRIMINAL INTELLIGENCE INFORMATION RECORDS" and other "CRIMINAL INVESTIGATIVE RECORDS" items.

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**RETENTION:**

- a) Record copy. 4 anniversary years after offense committed.
- b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.

**CRIMINAL INVESTIGATIVE RECORDS: ELDERS/DISABLED ADULTS ABUSE, NEGLECT, OR EXPLOITATION**

**Item #124**

This record series consists of information with respect to an identifiable person or group of persons compiled by a criminal justice agency in the course of conducting a criminal investigation of a specific act or omission constituting abuse, neglect, or exploitation of elders or disabled adults, including information derived by laboratory tests, reports of investigators or informants, or any type of surveillance (Section 119.011(3)(b), Florida Statutes). The series may also contain, but is not limited to, fingerprints and/or palm prints and print classification of the person arrested; FBI history number; state identification number; original and supplemental arrest reports and records; arrest affidavit; booking records; jail commitment records; first appearance records; copies of warrants; photographs; narrative describing case or offense; correspondence; the disposition of the case; bond and fine information for the person to be released from jail; commitment orders; court orders; record of offender's incarceration; Miranda rights form; family history; releasing orders; date of release; reason for release; court dispositions; and medical information. Retention is pursuant to Section 775.15, Florida Statutes, Time limitations; general time limitations; exceptions. **Retention may need to be extended under conditions established by Section 775.15(12)(b) – Section 775.15(16), Florida Statutes.** See also “CRIMINAL INTELLIGENCE INFORMATION RECORDS” and other “CRIMINAL INVESTIGATIVE RECORDS” items.

**RETENTION:**

- a) Record copy. 8 anniversary years after offense committed. **Retention may need to be extended under conditions established by Section 775.15(12)(b) – Section 775.15(16), Florida Statutes.**
- b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.

**CRIMINAL INVESTIGATIVE RECORDS: FELONY, 1<sup>st</sup> DEGREE**

**Item #125**

This record series consists of information with respect to an identifiable person or group of persons compiled by a criminal justice agency in the course of conducting a criminal investigation of a specific act or omission constituting a 1<sup>st</sup> degree felony, including information derived by laboratory tests, reports of investigators or informants, or any type of surveillance (Section 119.011(3)(b), Florida Statutes). The series may also contain, but is not limited to, fingerprints and/or palm prints and print classification of the person arrested; FBI history number; state identification number; original and supplemental arrest reports and records; arrest affidavit; booking records; jail commitment records; first appearance records; copies of warrants; photographs; narrative describing case or offense; correspondence; the disposition of the case; bond and fine information for the person to be released from jail; commitment orders; court orders; record of offender's incarceration; Miranda rights form; family history; releasing orders; date of release; reason for release; court dispositions; and medical information. Retention is pursuant to Section 775.15, Florida Statutes, Time limitations; general time limitations; exceptions. **Retention may need to be extended under conditions established by Section 775.15(12)(b) – Section 775.15(16), Florida Statutes.** See also “CRIMINAL INTELLIGENCE INFORMATION RECORDS” and other “CRIMINAL INVESTIGATIVE RECORDS” items.

**RETENTION:**

- a) Record copy. 7 anniversary years after offense committed. **Retention may need to be extended under conditions established by Section 775.15(12)(b) – Section 775.15(16), Florida Statutes.**
- b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.

**CRIMINAL INVESTIGATIVE RECORDS: FELONY, 2<sup>nd</sup> AND 3<sup>rd</sup> DEGREE**

**Item #126**

This record series consists of information with respect to an identifiable person or group of persons compiled by a criminal justice agency in the course of conducting a criminal investigation of a specific act or omission constituting a 2<sup>nd</sup> or 3<sup>rd</sup> degree felony, including information derived by laboratory tests, reports of investigators or informants, or any type of surveillance (Section 119.011(3)(b), Florida Statutes). The series may also contain, but is not limited to, fingerprints and/or palm prints and print classification of the person arrested; FBI history number; state identification number; original and supplemental arrest reports and records; arrest affidavit; booking records; jail commitment records; first appearance records; copies of warrants; photographs; narrative describing case or offense; correspondence; the disposition of the case; bond and fine information for the person to be released from jail; commitment orders; court orders; record of offender's incarceration; Miranda rights form; family history; releasing orders; date of release; reason for release; court dispositions; and medical information. Retention is pursuant to Section 775.15, Florida Statutes, Time limitations; general time limitations; exceptions. **Retention may need to be extended under conditions established by Section 775.15(12)(b) – Section 775.15(16), Florida Statutes.** See also “CRIMINAL INTELLIGENCE INFORMATION RECORDS” and other “CRIMINAL INVESTIGATIVE RECORDS” items.

**RETENTION:**

- a) Record copy. 6 anniversary years after offense committed. **Retention may need to be extended under conditions established by Section 775.15(12)(b) – Section 775.15(16), Florida Statutes.**
- b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.

**CRIMINAL INVESTIGATIVE RECORDS: FELONY, DESTRUCTIVE DEVICE**

**Item #214**

This record series consists of information with respect to an identifiable person or group of persons compiled by a criminal justice agency in the course of conducting a criminal investigation of a specific act or omission

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constituting a felony resulting in injury to any person, when such felony arises from the use of a destructive device. This series includes information derived by laboratory tests, reports of investigators or informants, or any type of surveillance (Section 119.011(3)(b), Florida Statutes). The series may also contain, but is not limited to, fingerprints and/or palm prints and print classification of the person arrested; FBI history number; state identification number; original and supplemental arrest reports and records; arrest affidavit; booking records; jail commitment records; first appearance records; copies of warrants; photographs; narrative describing case or offense; correspondence; the disposition of the case; bond and fine information for the person to be released from jail; commitment orders; court orders; record of offender's incarceration; Miranda rights form; family history; releasing orders; date of release; reason for release; court dispositions; and medical information. Retention is pursuant to Section 775.15, Florida Statutes, Time limitations; general time limitations; exceptions. Refer to Section 790.001, Florida Statutes, Definitions. **Retention may need to be extended under conditions established by Section 775.15(12)(b) – Section 775.15(16), Florida Statutes.** See also "CRIMINAL INTELLIGENCE INFORMATION RECORDS" and other "CRIMINAL INVESTIGATIVE RECORDS" items.

**RETENTION:**

- a) Record copy. 13 anniversary years after offense committed. **Retention may need to be extended under conditions established by Section 775.15(12)(b) – Section 775.15(16), Florida Statutes.**
- b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.

**CRIMINAL INVESTIGATIVE RECORDS: FELONY, ENVIRONMENTAL CONTROL**

**Item #215**

This record series consists of information with respect to an identifiable person or group of persons compiled by a criminal justice agency in the course of conducting a criminal investigation of a specific act or omission constituting a felony violation of Chapter 403, Florida Statutes, Environmental Control. This series includes information derived by laboratory tests, reports of investigators or informants, or any type of surveillance (Section 119.011(3)(b), Florida Statutes). The series may also contain, but is not limited to, fingerprints and/or palm prints and print classification of the person arrested; FBI history number; state identification number; original and supplemental arrest reports and records; arrest affidavit; booking records; jail commitment records; first appearance records; copies of warrants; photographs; narrative describing case or offense; correspondence; the disposition of the case; bond and fine information for the person to be released from jail; commitment orders; court orders; record of offender's incarceration; Miranda rights form; family history; releasing orders; date of release; reason for release; court dispositions; and medical information. **Retention is pursuant to Section 775.15, Florida Statutes, Time limitations; general time limitations; exceptions. Retention may need to be extended under conditions established by Section 775.15(12)(b) – Section 775.15(16), Florida Statutes.** See also "CRIMINAL INTELLIGENCE INFORMATION RECORDS" and other "CRIMINAL INVESTIGATIVE RECORDS" items.

**RETENTION:**

- a) Record copy. 8 anniversary years after offense committed. **Retention may need to be extended under conditions established by Section 775.15(12)(b) – Section 775.15(16), Florida Statutes.**
- b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.

**CRIMINAL INVESTIGATIVE RECORDS: FRAUD**

**Item #201**

This record series consists of information with respect to an identifiable person or group of persons compiled by a criminal justice agency in the course of conducting a criminal investigation of a specific act or omission constituting fraud, such as Medicaid provider fraud or security or investment fraud. The series includes any information derived by laboratory tests, reports of investigators or informants, or any type of surveillance (Section 119.011(3)(b), Florida Statutes). The series may also contain, but is not limited to, fingerprints and/or palm prints and print classification of the person arrested; FBI history number; state identification number; original and supplemental arrest reports and records; arrest affidavit; booking records; jail commitment records; first appearance records; copies of warrants; photographs; narrative describing case or offense; correspondence; the disposition of the case; bond and fine information for the person to be released from jail; commitment orders; court orders; record of offender's incarceration; Miranda rights form; family history; releasing orders; date of release; reason for release; court dispositions; and medical information. Retention is pursuant to Section 775.15, Florida Statutes, Time limitations; general time limitations; exceptions. **Retention may need to be extended under conditions established by Section 775.15(12)(b) – Section 775.15(16), Florida Statutes.** See also "CRIMINAL INTELLIGENCE INFORMATION RECORDS" and other "CRIMINAL INVESTIGATIVE RECORDS" items.

**RETENTION:**

- a) Record copy. 8 anniversary years after offense committed. **Retention may need to be extended under conditions established by Section 775.15(12)(b) – Section 775.15(16), Florida Statutes.**
- b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.

**CRIMINAL INVESTIGATIVE RECORDS: INDEX**

**Item #131**

This record series consists of an index to any information with respect to an identifiable person or group of persons compiled by a criminal justice agency in the course of conducting a criminal investigation. The index serves a point of ready reference in locating the criminal investigative case record or additional files. The indexed reference may include the case number, important dates, and the name of the investigating officer. See also other "CRIMINAL INVESTIGATIVE RECORDS" items.

**RETENTION:**

- a) Record copy. Retain as long as the item it relates to.

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b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.

**CRIMINAL INVESTIGATIVE RECORDS: JUVENILE OFFENDER**

**Item #130**

This record series consists of information with respect to an identifiable person or group of persons compiled by a criminal justice agency in the course of conducting a criminal investigation of a specific act or omission by a juvenile, including information derived by laboratory tests, reports of investigators or informants, or any type of surveillance (Section 119.011(3)(b), Florida Statutes). The series may also contain, but is not limited to, fingerprints and/or palm prints and print classification of the person arrested; FBI history number; state identification number; original and supplemental arrest reports and records; arrest affidavit; booking records; jail commitment records; first appearance records; copies of warrants; photographs; narrative describing case or offense; correspondence; the disposition of the case; bond and fine information for the person to be released from jail; commitment orders; court orders; record of offender's incarceration; Miranda rights form; family history; releasing orders; date of release; reason for release; court dispositions; and medical information. Retention is pursuant to Section 775.15, Florida Statutes, Time limitations; general time limitations; exceptions. **If the juvenile is charged as an adult, the records take on the retention of the applicable record series (for instance, CRIMINAL INVESTIGATIVE RECORDS: FELONY, 2<sup>nd</sup> AND 3<sup>rd</sup> DEGREE). Retention may need to be extended under conditions established by Section 775.15(12)(b) – Section 775.15(16), Florida Statutes.** See also "CRIMINAL INTELLIGENCE INFORMATION RECORDS" and other "CRIMINAL INVESTIGATIVE RECORDS" items.

**RETENTION:**

a) Record copy. Retain until subject turns age 22. **Retention may need to be extended under conditions established by Section 775.15(12)(b) – Section 775.15(16), Florida Statutes.**

b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.

**CRIMINAL INVESTIGATIVE RECORDS: MISDEMEANOR, 1<sup>st</sup> DEGREE**

**Item #127**

This record series consists of information with respect to an identifiable person or group of persons compiled by a criminal justice agency in the course of conducting a criminal investigation of a specific act or omission constituting a 1<sup>st</sup> degree misdemeanor, including information derived by laboratory tests, reports of investigators or informants, or any type of surveillance (Section 119.011(3)(b), Florida Statutes). The series may also contain, but is not limited to, fingerprints and/or palm prints and print classification of the person arrested; FBI history number; state identification number; original and supplemental arrest reports and records; arrest affidavit; booking records; jail commitment records; first appearance records; copies of warrants; photographs; narrative describing case or offense; correspondence; the disposition of the case; bond and fine information for the person to be released from jail; commitment orders; court orders; record of offender's incarceration; Miranda rights form; family history; releasing orders; date of release; reason for release; court dispositions; and medical information. Retention is pursuant to Section 775.15, Florida Statutes, Time limitations; general time limitations; exceptions. **Retention may need to be extended under conditions established by Section 775.15(12)(b) – Section 775.15(16), Florida Statutes.** See also "CRIMINAL INTELLIGENCE INFORMATION RECORDS" and other "CRIMINAL INVESTIGATIVE RECORDS" items.

**RETENTION:**

a) Record copy. 5 anniversary years after offense committed. **Retention may need to be extended under conditions established by Section 775.15(12)(b) – Section 775.15(16), Florida Statutes.**

b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.

**CRIMINAL INVESTIGATIVE RECORDS: MISDEMEANOR, 2<sup>nd</sup> DEGREE**

**Item #128**

This record series consists of information with respect to an identifiable person or group of persons compiled by a criminal justice agency in the course of conducting a criminal investigation of a specific act or omission constituting a 2<sup>nd</sup> degree misdemeanor, including information derived by laboratory tests, reports of investigators or informants, or any type of surveillance (Section 119.011(3)(b), Florida Statutes). The series may also contain, but is not limited to, fingerprints and/or palm prints and print classification of the person arrested; FBI history number; state identification number; original and supplemental arrest reports and records; arrest affidavit; booking records; jail commitment records; first appearance records; copies of warrants; photographs; narrative describing case or offense; correspondence; the disposition of the case; bond and fine information for the person to be released from jail; commitment orders; court orders; record of offender's incarceration; Miranda rights form; family history; releasing orders; date of release; reason for release; court dispositions; and medical information. Retention is pursuant to Section 775.15, Florida Statutes, Time limitations; general time limitations; exceptions. **Retention may need to be extended under conditions established by Section 775.15(12)(b) – Section 775.15(16), Florida Statutes.** See also "CRIMINAL INTELLIGENCE INFORMATION RECORDS" and other "CRIMINAL INVESTIGATIVE RECORDS" items.

**RETENTION:**

a) Record copy. 4 anniversary years after offense committed. **Retention may need to be extended under conditions established by Section 775.15(12)(b) – Section 775.15(16), Florida Statutes.**

b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.

**CRIMINAL INVESTIGATIVE RECORDS: MISSING PERSONS/RUNAWAY CASES**

**Item #161**

This record series consists of information on cases involving a missing person(s) or runaway(s) where the body(ies) has not been recovered and/or the individual(s) has not been located, including information derived by laboratory tests, reports of

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investigators or informants, or any type of surveillance (Section 119.011(3)(b), Florida Statutes). The series may also contain, but is not limited to, fingerprints and/or palm prints and print classification of the person arrested; FBI history number; state identification number; original and supplemental arrest reports and records; arrest affidavit; booking records; jail commitment records; first appearance records; copies of warrants; photographs; narrative describing case or offense; correspondence; the disposition of the case; bond and fine information for the person to be released from jail; commitment orders; court orders; record of offender's incarceration; Miranda rights form; family history; releasing orders; date of release; reason for release; court dispositions; and medical information. These files continue to have value many decades after the disappearance, as human remains may be uncovered at any time. Remains would be compared against the dental charts, fingerprints, and physical description of the missing person. Furthermore, any possessions or artifacts found near the body would be compared against the description of the victim's clothing and any personal possession also thought to be missing. See also "CRIMINAL INTELLIGENCE INFORMATION RECORDS" and other "CRIMINAL INVESTIGATIVE RECORDS" items.

**RETENTION:**

- a) Record copy. 100 anniversary years after initial report is filed.
- b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.

**CRIMINAL INVESTIGATIVE RECORDS: MISSING PERSONS/RUNAWAY CASES (FOUND/SOLVED) Item #162**

This record series consists of information on cases involving a missing person(s) or runaway(s) where the body(ies) or individual(s) has been located. If the person is located alive and no crime has occurred, the information collected as part of the investigation would take on the retention of "COMPLAINT/INCIDENT REPORTS." If criminal activity has occurred or is suspected, then the information collected as part of the missing persons case would take on the retention of the applicable "Criminal Investigative Records" item. See also "CRIMINAL INTELLIGENCE INFORMATION RECORDS" and other "CRIMINAL INVESTIGATIVE RECORDS" items.

**RETENTION:**

- a) Record copy. Retain as long as the record series it relates to.
- b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.

**CRIMINAL INVESTIGATIVE RECORDS: NON-CRIMINAL VIOLATION Item #148**

This record series consists of information with respect to an identifiable person or group of persons compiled by a criminal justice agency in the course of conducting a criminal investigation of an act or omission classified as a non-criminal violation of the law, including information derived by laboratory tests, reports of investigators or informants, or any type of surveillance (Section 119.011(3)(b), Florida Statutes). The series may also contain, but is not limited to, fingerprints and/or palm prints and print classification of the person arrested; FBI history number; state identification number; original and supplemental arrest reports and records; arrest affidavit; booking records; jail commitment records; first appearance records; copies of warrants; photographs; narrative describing case or offense; correspondence; the disposition of the case; bond and fine information for the person to be released from jail; commitment orders; court orders; record of offender's incarceration; Miranda rights form; family history; releasing orders; date of release; reason for release; court dispositions; and medical information. Retention is pursuant to Section 775.15, Florida Statutes, Time limitations; general time limitations; exceptions. See also "CRIMINAL INTELLIGENCE INFORMATION RECORDS" and other "CRIMINAL INVESTIGATIVE RECORDS" items.

**RETENTION:**

- a) Record copy. 4 anniversary years after offense committed.
- b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.

**DISPOSITION REPORTS Item #166**

This record series consists of disposition reports submitted by law enforcement agencies and correctional and detention facilities to the Florida Department of Law Enforcement's Criminal Justice Information Program pursuant to Section 943.052, Florida Statutes, Disposition reporting, and Rule 11C-4.006, Florida Administrative Code, Final Disposition Reporting. The reports provide disposition data regarding criminal arrests, pretrial dispositions, trials, sentencing, confinement, parole, and probation.

**RETENTION:**

- a) Record copy. 180 days after arrest or other action, or 30 days after submitting report, whichever is later.
- b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.

**DISPOSITIONS: NOLLE PROSEQUI Item #72**

This record series consists of copies of dispositions that the State Attorney's Office enters for cases which they will not prosecute or further pursue. See also "ARREST WARRANTS/CAPIAS/ORDERS."

**RETENTION:**

- a) Record copy. Retain until obsolete, superseded, or administrative value is lost.
- b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.

**EMPLOYMENT RECORDS: OFF-DUTY ACTIVITIES Item #168**

This record series documents off-duty employment of law enforcement officers by outside employers. The series may include, but is not limited to, job descriptions and job announcements from prospective employers; applications for the eligibility pool;

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notice of final selection; work schedules provided by the outside employer; and other related records. This series does not include the record copy of payment or financial information and is not related to Workers' Compensation.

**RETENTION:**

- a) Record copy. 4 anniversary years.
- b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.

**EVIDENCE PROCESSING RECORDS**

**Item #39**

This record series documents evidence held in the evidence room from its receipt through its final disposition. A property control form or similar record is created when officers turn in evidence, property for safe keeping, or found property. The record provides such information as arrest and/or offense number, date, from whom received, by whom received, and a description of the property, and is referenced (for instance, by property form number) in the officer's offense report. When the property is disposed of by law or court order, the date and final disposition are added to the record. A copy may also be filed with the applicable Criminal Investigative Records item. The series may also include such records as receipts for all incoming and outgoing property in the evidence room, evidence cards, stolen property cards, and indexes to evidence/property (such as by classification of the type of property). See also "PROPERTY RECORDS: SEIZED/ABANDONED/FORFEITED."

**RETENTION:**

- a) Record copy. 60 days after disposition of property provided applicable audits have been released.
- b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.

**EXAMINATION RECORDS: CRIMINAL JUSTICE TRAINING CENTERS/SCHOOLS**

**Item #170**

This record series documents examinations administered under Rule 11B-35.0085, Florida Administrative Code, Criminal Justice Training School Requirements for Local Administration and Security of Examinations for Training Courses. The series may include, but is not limited to, examination booklets, grading logs/scales, and each student's completed examination. Retention is pursuant to Rule 11B-35.0085(5), Florida Administrative Code, requiring that, "Examination materials, including the examination and individual answer forms for each training course, shall be retained for not less than two years after the date the examination is completed."

**RETENTION:**

- a) Record copy. 2 anniversary years from the date examination is completed, provided applicable audits have been released.
- b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.

**EXECUTION DOCKET RECORDS**

**Item #41**

This record series consists of dockets which contain a list of all executions, orders, and decrees directed to the sheriff in relation to the collection of money; and a statement of money credited on such executions, orders, and decrees including when, to whom, and by whom paid. This record was created in accordance with Section 30.17, Florida Statutes (repealed 2005). **This series is no longer accumulating, as judgment lien functions have been transferred to the Department of State under Sections 55.201-55.209, Florida Statutes, and Section 30.17(4), Florida Statutes (2004), requiring that "On October 1, 2001, the sheriff shall cease docketing newly delivered writs of executions. The sheriff shall maintain the existing docket until October 1, 2003. . . The sheriff's duties under this section shall cease on October 1, 2003."** See also other "EXECUTION RECORDS" items.

**RETENTION:**

- a) Record copy. Retain until obsolete, superseded, or administrative value is lost.
- b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.

**EXECUTION RECORDS: RECEIPT FOR RETURN**

**Item #171**

This record series consists of the receipts given to the law enforcement agency upon return to the issuing court of an unsatisfied execution. The receipt is issued by the Clerk of the Court's Office in accordance with Section 56.041(2), Florida Statutes, requiring that, "Upon such return, the Clerk of the Court of issuance shall provide a receipt, to the sheriff submitting the return, acknowledging the return of the unsatisfied execution." See also other "EXECUTION RECORDS" items.

**RETENTION:**

- a) Record copy. 1 anniversary year.
- b) Duplicate. Retain until obsolete, superseded, or administrative value is lost.

**EXECUTION RECORDS: SATISFIED**

**Item #40**

This record series consists of writs of execution received by the law enforcement agency and later satisfied after a judgment is entered by a court of proper jurisdiction and issued by the Clerk of Court. Executions are used to levy a fine on the property and goods of the defendant. All receipts of money are endorsed on the execution. When an execution is satisfied and paid in full, the officer executing the writ furnishes the defendant with a notice that the judgment has been satisfied and files a return in the court which issued the execution in accordance with Sections 56.021 and 56.041(1), Florida Statutes. Retention is pursuant to Section 56.041, Florida Statutes, Executions; collection and return.--, which requires that, "All executions shall be returnable when satisfied, and the officers to whom they are delivered shall collect the amounts thereof as soon as possible and shall furnish the defendant with a satisfaction of judgment. All receipts shall be endorsed on the execution." **This series is no longer accumulating, as judgment lien functions have been transferred to the Department of State under Sections 55.201-55.209, Florida Statutes.** See also other "EXECUTION RECORDS" items.

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**RETENTION:**

- a) Record copy. Return to issuing Clerk of the Court.
- b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.

**EXECUTION RECORDS: SUPPORTING DOCUMENTS**

**Item #202**

This record series consists of records related to the satisfaction of writs of execution received by the law enforcement agency after a judgment is entered by a court of proper jurisdiction and issued by the Clerk of Court. These are sometimes referred to as Levy Packets and may contain such records as instructions for each levy; certified copies of warranty deeds, quitclaim deeds, etc.; sheriff's deeds, bills of sale, and receipts; execution docket log for the specific levy; inventory sheets; and notices of sheriff's sale, levy, release from levy, and satisfaction of judgment. Executions are used to levy a fine on the property and goods of the defendant. **This series is no longer accumulating, as judgment lien functions have been transferred to the Department of State under Sections 55.201-55.209, Florida Statutes.** See also other "EXECUTION RECORDS" items.

**RETENTION:**

- a) Record copy. Retain as long as execution record it relates to.
- b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.

**EXECUTION RECORDS: UNSATISFIED**

**Item #172**

This record series documents writs of execution received by the law enforcement agency after a judgment is entered by a court of proper jurisdiction and issued by the Clerk of Court. Executions are used to levy a fine on the property and goods of the defendant. All receipts of money are endorsed on the execution. When an execution is satisfied and paid in full, the officer executing the writ furnishes the defendant with a notice that the judgment has been satisfied and files a return in the court which issued the execution in accordance with Sections 56.021 and 56.041(1), Florida Statutes. This series consists of unsatisfied executions, receipts for returned executions, and execution docket records listing "all executions, orders and decrees directed to the sheriff, in relation to the collection of moneys, and a statement of all moneys credited on such orders, executions and decrees, and when and to whom and by whom paid," in accordance with Section 30.17, Florida Statutes (repealed 2005). **This series is no longer accumulating, as judgment lien functions have been transferred to the Department of State under Sections 55.201-55.209, Florida Statutes.** See also other "EXECUTION RECORDS" items.

**RETENTION:**

- a) Record copy. Retain until obsolete, superseded, or administrative value is lost; return to issuing Clerk of the Court if so desired by Clerk of Court.
- b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.

**FEDERAL FIREARMS NOTIFICATION RECORDS**

**Item #203**

This record series documents notification to the Chief Law Enforcement Officer (CLEO) of a locality in accordance with 18 USC 923(d)(1)(F)(iii) requiring individuals to provide copies of certain federal firearms applications or notices, including but not limited to the Application for an Amended Federal Firearms License, Application for License (Collector of Curios & Relics), and Notice of Intent to Apply for a Federal Firearms License.

**RETENTION:**

- a) Record copy. Retain until obsolete, superseded, or administrative value is lost.
- b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.

**FIELD INTERROGATION REPORTS**

**Item #43**

This record series consists of reports completed by officers relating to momentary detention of suspicious persons or vehicles. The activity is not of a criminal nature, and no arrests are made or other reports filed. The reports may contain such information as the subject's name, address, height, weight, color of hair and eyes, date, time and location of occurrence, name(s) of associate(s), officer's name, and reason(s) stopped. This series may also include follow-up documentation regarding the field interview(s). The information may be shared between agencies for its intelligence value. See also "WARNING TICKETS."

**RETENTION:**

- a) Record copy. Retain until obsolete, superseded, or administrative value is lost.
- b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.

**FINGERPRINT CLASSIFICATION INDEXES**

**Item #47**

This record series consists of a numeric index to fingerprints based on fingerprint classification. The classification assigns numerical values to identify fingerprint patterns. See also "FINGERPRINT COMPARISON RECORDS" and "LATENT FINGERPRINTS/PALM PRINTS/FOOTPRINTS: INDEX."

**RETENTION:**

- a) Record copy. Retain until obsolete, superseded, or administrative value is lost.
- b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.

**FINGERPRINT COMPARISON RECORDS**

**Item #204**

This record series documents fingerprint comparisons done at the request of individuals or other law enforcement agencies for such purposes as employment, housing, identity theft, etc. **This series does not cover fingerprint comparison records**

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**relating to criminal investigations.** See also "FINGERPRINT CLASSIFICATION INDEXES" and "LATENT FINGERPRINTS/PALM PRINTS/FOOTPRINTS: INDEX."

**RETENTION:**

- a) Record copy. Retain until obsolete, superseded, or administrative value is lost.
- b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.

**FIREARM QUALIFICATIONS RECORDS**

**Item #48**

This record series documents each law enforcement officer's qualifications to carry a firearm. Rule 11B-27.00212(14), Florida Administrative Code, requires that officers document their firearms qualifications every two years and that the documentation be "maintained in the officer's employment file."

**RETENTION:**

- a) Record copy. Retain as long as applicable Personnel Records item from *General Records Schedule GS1-SL for State and Local Government Agencies* or "PERSONNEL RECORDS: POLICE AUXILIARY/SPECIAL DEPUTY."
- b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.

**GUNSHOT WOUND/LIFE-THREATENING INJURY REPORTS**

**Item #50**

This record series consists of reports to law enforcement agencies by physicians, nurses, or their employees, or employees of hospitals, sanitariums, clinics, or nursing homes treating any person suffering from a gunshot wound or life-threatening injury indicating an act of violence, or receiving a request for such treatment. These reports are submitted in compliance with Section 790.24, Florida Statutes, Report of medical treatment of certain wounds; penalty for failure to report. A copy may also be filed with the applicable Criminal Investigative Records item.

**RETENTION:**

- a) Record copy. 3 anniversary years or as long as applicable Criminal Investigative Records item, whichever is longer.
- b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.

**HATE CRIMES REPORTS**

**Item #173**

This record series consists of monthly reports submitted to the Florida Department of Law Enforcement by law enforcement agencies reporting "criminal acts that evidence prejudice based on race, religion, ethnicity, color, ancestry, sexual orientation, or national origin" as required by Section 877.19, Florida Statutes, Hate Crimes Reporting Act. The statute requires the Attorney General to publish an annual summary of the data compiled from these reports.

**RETENTION:**

- a) Record copy. 1 calendar year.
- b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.

**INJUNCTION RECORDS**

**Item #174**

This record series consists of the law enforcement agency's copies of injunctions maintained by the Clerk of Court's Office. The records are copies of permanent or temporary injunctions, orders dismissing or amending injunctions, and return of service forms.

**RETENTION:**

- a) Record copy. Retain until expiration of injunction.
- b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.

**INTERNAL INVESTIGATION RECORDS: FINAL ACTION SUMMARY**

**Item #59**

This record series serves as the final action summary of investigations of allegations of employee or officer misconduct and/or violation of law enforcement agency regulations or orders, state or federal statutes, or local ordinances. Investigations may also cover discharge of firearms or other use of physical force. The completed investigation file is scheduled separately based on the nature of the outcome (sustained formal, sustained informal, or not sustained/unfounded/exonerated). The statement of final action may take many forms, including a memorandum, correspondence, logs, or reports. See also "INTERNAL INVESTIGATION RECORDS: SUSTAINED FORMAL," "INTERNAL INVESTIGATION RECORDS: SUSTAINED INFORMAL," "INTERNAL INVESTIGATION RECORDS: NOT SUSTAINED/UNFOUNDED/EXONERATED," and "PHYSICAL FORCE RECORDS."

**RETENTION:**

- a) Record copy. Retain as long as the Personnel File.
- b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.

**INTERNAL INVESTIGATION RECORDS: NOT SUSTAINED/UNFOUNDED/EXONERATED**

**Item #136**

This record series documents the investigation of allegations of employee or officer misconduct and/or violation of law enforcement agency regulations or orders, state or federal statutes, or local ordinances. Investigations may also cover discharge of firearms or other use of physical force. These records document cases in which the charges were determined to be unsustainable or unfounded or the employee or officer was exonerated. The series may include, but is not limited to, statements by the employee, witnesses, and the person filing the complaint. See also "INTERNAL INVESTIGATION RECORDS: FINAL ACTION SUMMARY," "INTERNAL INVESTIGATION RECORDS: SUSTAINED FORMAL," "INTERNAL INVESTIGATION RECORDS: SUSTAINED INFORMAL," and "PHYSICAL FORCE RECORDS." For investigative records of



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the Office of Inspector General, see *General Records Schedule GS1-SL for State and Local Government Agencies*, Item #351, "INVESTIGATIVE RECORDS."

**RETENTION:**

- a) Record copy. 1 anniversary year after final disposition.
- b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.

**INTERNAL INVESTIGATION RECORDS: SUSTAINED FORMAL**

**Item #134**

This record series documents the investigation of allegations of employee or officer misconduct and/or violation of law enforcement agency regulations or orders, state or federal statutes, or local ordinances. Investigations may also cover discharge of firearms or other use of physical force. These records document cases in which the charges were sustained and formal discipline administered. "Formal discipline" shall be defined as including demotions, removals, suspensions, or similar action. The series may include, but is not limited to, statements by the employee, witnesses, and the person filing the complaint. See also "INTERNAL INVESTIGATION RECORDS: FINAL ACTION SUMMARY," "INTERNAL INVESTIGATION RECORDS: NOT SUSTAINED/UNFOUNDED/EXONERATED," "INTERNAL INVESTIGATION RECORDS: SUSTAINED INFORMAL," and "PHYSICAL FORCE RECORDS." For investigative records of the Office of Inspector General, see *General Records Schedule GS1-SL for State and Local Government Agencies*, Item #351, "INVESTIGATIVE RECORDS."

**RETENTION:**

- a) Record copy. 5 anniversary years after final disposition.
- b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.

**INTERNAL INVESTIGATION RECORDS: SUSTAINED INFORMAL**

**Item #135**

This record series documents the investigation of allegations of employee or officer misconduct and/or violation of law enforcement agency regulations or orders, state or federal statutes, or local ordinances. Investigations may also cover discharge of firearms or other use of physical force. These records document cases in which the charges were sustained and informal discipline administered. "Informal discipline" shall be defined as including written or verbal reprimands, memoranda, or similar action. The series may include, but is not limited to, statements by the employee, witnesses, and the person filing the complaint. See also "INTERNAL INVESTIGATION RECORDS: FINAL ACTION SUMMARY," "INTERNAL INVESTIGATION RECORDS: NOT SUSTAINED/UNFOUNDED/EXONERATED," "INTERNAL INVESTIGATION RECORDS: SUSTAINED FORMAL," and "PHYSICAL FORCE RECORDS." For investigative records of the Office of Inspector General, see *General Records Schedule GS1-SL for State and Local Government Agencies*, Item #351, "INVESTIGATIVE RECORDS."

**RETENTION:**

- a) Record copy. 3 anniversary years after final disposition.
- b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.

**JUVENILE ALTERNATIVE PROGRAM RECORDS**

**Item #206**

This record series documents an agency's participation in programs designed to provide alternatives to detention for juvenile offenders and divert them from continued delinquent activity. Records may include names of volunteers and participants, volunteer hours, program administrative activities, agreements, and other related records. This series does not include case files relating to individual juvenile offenders.

**RETENTION:**

- a) Record copy. 5 anniversary years.
- b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.

**K-9/EQUINE RECORDS**

**Item #178**

This record series consists of documents related to the acquisition, training, maintenance, medical treatment, mental health, and disposition of canines and horses for service as K-9 units and mounted patrols or parade units. This series may include such records as breeder information; initial health screenings; notes on the animal's behavior and the breeder's reputation by an agency representative; duplicate financial and insurance records; records related to the final disposition of the animal, including reason, method, and date of final disposition (retirement, euthanasia, adoption, death in the line of duty, sale); and copies of immunization records, surgical procedure records, special care instructions (diets/exercise/morale), prescription medication records, and mental health reports. The content of these records may vary by the animal's nature, breed, and specific work requirements.

**RETENTION:**

- a) Record copy. 4 anniversary years after the animal leaves service.
- b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.

**LATENT FINGERPRINTS/PALM PRINTS/FOOTPRINTS: INDEX**

**Item #145**

This record series consists of latent prints found at crime scenes and used for comparison with prints of known individuals to make identifications or exclusions. See also "FINGERPRINT CLASSIFICATION INDEXES" and "FINGERPRINT COMPARISON RECORDS."

**RETENTION:**

- a) Record copy. Retain as long as item it relates to.
- b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.

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**LIABILITY WAIVERS**

**Item #65**

This record series consists of waivers releasing the law enforcement agency from any and all liability claims for activities undertaken by the agency in performing law enforcement/safety functions (for instance, unlocking a car door using a slim jim). See also "CITIZEN RIDE-ALONG REQUEST AND RELEASE RECORDS" and "WAIVER FORMS: RELEASE OF INFORMATION."

**RETENTION:**

- a) Record copy. 4 anniversary years.
- b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.

**LICENSE PLATE RECOGNITION RECORDS**

**Item #217**

This record series consists of license plate records created by license plate recognition systems. The series may include, but is not limited to, images of licenses plates and any associated metadata. These records may become part of a criminal investigative record or some other record series. See Section 316.0778, Florida Statutes, Automated license plate recognition systems; records retention., requiring a maximum retention period for these records.

**RETENTION:**

- a) Record copy. Retain until obsolete, superseded, or administrative value is lost, but no longer than 3 anniversary years unless required to be retained under another record series.
- b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.

**MASTER NAME INDEXES**

**Item #66**

This record series consists of summary information on individuals having been field interrogated or arrested, suspects or accomplices in crimes, crime victims, complainants, and witnesses. For each individual, the index may contain such information as name, address, date of birth, race, sex, date of incident, and type of incident. See also "ARREST RECORDS: OFFENDER INFORMATION," "CRIMINAL INTELLIGENCE INFORMATION RECORDS," and "CRIMINAL INVESTIGATIVE RECORDS" items.

**RETENTION:**

- a) Record copy. Retain until obsolete, superseded, or administrative value is lost.
- b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.

**MULTIPLE WEAPONS SALES REPORTS**

**Item #155**

This record series consists of reports received by local law enforcement agencies from dealers reporting multiple firearm sales. Federal law requires licensed dealers to report multiple sales whenever the licensee sells or otherwise disposes of, at one time or during any five consecutive business days, two or more pistols, revolvers, or any combination thereof, to an unlicensed person (18 USC 923(g)(3)(A)). **Law enforcement agencies must destroy these forms no more than 20 days after the date such form is received pursuant to 18 USC 923(g)(3)(B).** See also "MULTIPLE WEAPONS SALES REPORTS DESTRUCTION CERTIFICATION LETTERS."

**RETENTION:**

- a) Record copy. Retain until obsolete, superseded, or administrative value is lost, but no longer than 20 days after receipt.
- b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.

**MULTIPLE WEAPONS SALES REPORTS DESTRUCTION CERTIFICATION LETTERS**

**Item #154**

This record series consists of certifications submitted by local law enforcement agencies to the U.S. Attorney General's Office that all Multiple Weapons Sales Reports from licensed weapons dealers have been destroyed. Federal law requires licensed dealers to report multiple weapons sales whenever the licensee sells or otherwise disposes of, at one time or during any five consecutive business days, two or more pistols, revolvers, or any combination thereof, to an unlicensed person (18 USC 923(g)(3)(A)). The law also requires that the law enforcement agency destroy these forms no more than 20 days after the date such form is received and certify such destruction to the U.S. Attorney General's Office every 6 months (18 USC 923(g)(3)(B)). See also "MULTIPLE WEAPONS SALES REPORTS."

**RETENTION:**

- a) Record copy. 1 calendar year.
- b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.

**NO CHARGE SERVICE REPORTS**

**Item #71**

This record series documents services provided at no charge by the law enforcement agency to other agencies such as State Attorney's offices, felony courts, grand juries, and county and circuit courts. Records provide such information as date, style of case, person(s) served, person or agency for whom served, date and time service performed, and name of deputy/officer making service.

**RETENTION:**

- a) Record copy. 1 fiscal year provided applicable audits are released.
- b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.

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**NOTICES: REMOVAL OF ABANDONED OR JUNKED VEHICLE**

**Item #149**

This record series consists of notices to vehicle/property owner to remove abandoned or junked vehicles. See also "VEHICLE RECORDS: IMPOUNDED."

**RETENTION:**

- a) Record copy. 3 fiscal years provided applicable audits have been released.
- b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.

**NOTICES: SEXUAL PREDATOR**

**Item #184**

This record series consists of a copy of each notice to the community and the public that a sexual predator has established a permanent or temporary residence within the county or municipality. The Florida Sexual Predators Act, Section 775.21, Florida Statutes, defines sexual predator, and such notices are required by Section 775.21(7), Florida Statutes, Community and Public Notification. The content of notices may include, but is not limited to, the name of the sexual predator; a description of the predator including a photograph; the predator's current address including the city and county; the circumstances of the predator's offense(s); and the age of the victim. This series also includes any related records, such as mailing lists and documentation that notification was issued. The retention period is based on the Statute of Limitations for negligence, Section 95.11, Florida Statutes.

**RETENTION:**

- a) Record copy. 4 anniversary years.
- b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.

**NOTICES: TO APPEAR IN COURT**

**Item #73**

This record series consists of notices to appear in court issued to citizens when given a citation. Notices provide the name and address of the officer testifying, the defendant's name, the offense charged, time and place of appearance, name and address of the court, name of arresting officer, and signature of the person receiving the notice.

**RETENTION:**

- a) Record copy. 90 days after court date.
- b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.

**"OPERATION IDENTIFICATION" FORMS**

**Item #74**

This record series consists of forms completed by citizens who participate in "Operation Identification" programs by engraving or otherwise marking their possessions for identification purposes in case of theft, loss, or burglary. The forms contain such information as owner's name, address, telephone number, description of articles marked, and identifying mark or number.

**RETENTION:**

- a) Record copy. Retain until obsolete, superseded, or administrative value is lost.
- b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.

**ORDER TO EXPUNGE/SEAL CRIMINAL HISTORY RECORDS**

**Item #216**

This record series documents the expunging or sealing of criminal history records in accordance with an issued court order pursuant to Section 943.0585, Florida Statutes, Court-ordered expunction of criminal history records, and Section 943.059, Florida Statutes, Court-ordered sealing of criminal history records. The series may include, but is not limited to, court orders; correspondence; Certificate of Eligibility from the Florida Department of Law Enforcement certifying an individual's eligibility to have their record(s) sealed or expunged; and record showing compliance with the order. This series does not include the actual record(s) to be sealed or expunged.

**RETENTION:**

- a) Record Copy. Retain until obsolete, superseded or administrative value is lost.
- b) Duplicates. Retain until obsolete, superseded or administrative value is lost.

**PARKING VIOLATION RECORDS**

**Item #75**

This record series documents parking tickets issued, including those for which fines have been paid and those that are delinquent. Records provide tag number of vehicle in violation, date, time, location, make of vehicle, and officer's badge number.

**RETENTION:**

- a) Record copy. 5 fiscal years provided applicable audits have been released.
- b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.

**PAWN SHOP/SECONDHAND DEALER TRANSACTION REPORTS**

**Item #79**

This record series consists of reports to law enforcement agencies showing items purchased by a pawnbroker, junk dealer, scrap-metal processor, person dealing in secondhand goods, or foundry in accordance with Section 539.001(8), Florida Statutes, Florida Pawnbroking Act, or Section 538.04(1), Florida Statutes, Secondhand Dealers. Reports may contain such information as the time, date, and place of transaction; a complete and accurate description of the goods acquired, including serial numbers, manufacturer's numbers, or other identifying marks; a description of the person from whom the goods were acquired; the type of identification provided, the issuing agency, and the identification number; and a signed statement

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swearing that the seller has the authority to sell or pledge these goods. Retention is pursuant to Section 539.001(12)(c), Florida Statutes (pawnbrokers) and Section 538.04(1)(a), Florida Statutes (secondhand dealers).

**RETENTION:**

- a) Record copy. 3 anniversary years after transaction provided applicable audits have been released.
- b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.

**PERSONNEL RECORDS: POLICE AUXILIARY/SPECIAL DEPUTY**

**Item #185**

This record series documents the employment of auxiliary law enforcement officers or temporary/special deputies. These records may include loyalty oaths, emergency notification information, skill level and training, volunteer preferences, and other related records. The records do not document payments or benefits. This record series should be utilized for police auxiliary and temporary/special deputies whose actions may carry greater legal penalties than those of non-law enforcement volunteers. The retention period is based on the Statute of Limitations for negligence, Section 95.11, Florida Statutes. See also "REGISTER OF SPECIAL DEPUTY SHERIFFS" (GS2) and "PERSONNEL RECORDS" items in *General Records Schedule GS1-SL for State and Local Government Agencies*.

**RETENTION:**

- a) Record copy. 4 anniversary years after termination of duties.
- b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.

**PHYSICAL FORCE RECORDS**

**Item #77**

This record series consists of reports by law enforcement officers, correctional officers, or employees who apply physical force to a citizen, prisoner, or arrestee. The reports contain a statement of the force used and the circumstances under which it was used. These may also be referred to as Levels of Resistance reports. The retention period is based on the Statute of Limitations for negligence, Section 95.11, Florida Statutes. See also "INTERNAL INVESTIGATION RECORDS" items.

**RETENTION:**

- a) Record copy. 4 anniversary years after incident provided applicable audits have been released.
- b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.

**POLICE EXPLORERS RECORDS**

**Item #207**

This record series documents Police Explorers programs designed to educate and train teens and young adults up to age 21 for a career in law enforcement. The series documents program activities and participants and may include such records as applications, parental consent forms, meeting attendance records, examination records, background checks, program rules and regulations, fee payment records, and records of participation in community service activities.

**RETENTION:**

- a) Record copy. 5 fiscal years provided applicable audits have been released.
- b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.

**POLYGRAPH RECORDS: HIRING**

**Item #208**

This record series documents polygraph tests given to prospective employees. The series may include pre-examination records, charts and examination question records for persons interviewed and who have submitted to polygraph examinations, juvenile release form, lie detector examination statement of consent, polygraph analysis report, examiner's original test question list, examination chart tracing report, the chart of polygraph results, conclusions, statement of interviewee, and background information.

**RETENTION:**

- a) Record copy. Retain as long as related Personnel Records item or Employment Application and Selection Records item from *General Records Schedule GS1-SL for State and Local Government Agencies*.
- b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.

**POLYGRAPH RECORDS: INVESTIGATIVE**

**Item #209**

This record series documents polygraph tests given to suspects, witnesses, etc., in relation to an investigation. The series may include pre-examination records, charts and examination question records for persons interviewed and who have submitted to polygraph examinations, juvenile release form, lie detector examination statement of consent, polygraph analysis report, examiner's original test question list, examination chart tracing report, the chart of polygraph results, conclusions, statement of interviewee, and background information.

**RETENTION:**

- a) Record copy. Retain as long as related Criminal Investigative Records item.
- b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.

**PROPERTY RECORDS: SEIZED/ABANDONED/FORFEITED**

**Item #27**

This record series consists of itemized records of all property held by the law enforcement agency pursuant to Chapter 705, Florida Statutes, Lost or Abandoned Property; Section 790.08, Florida Statutes, Taking possession of weapons and arms; reports; disposition; custody; and Sections 932.703, 932.704, and 932.7055, Florida Statutes, regarding procedures for forfeiture and disposition of contraband articles. The retention is based on Section 95.11(3)(h), Florida Statutes, the Statute of

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Limitations for actions on taking, detaining, or injuring personal property. See also "AUCTION RECORDS," "EVIDENCE PROCESSING RECORDS," and "INMATE INCARCERATION RECORDS."

**RETENTION:**

- a) Record copy. 4 anniversary years after disposition of property provided applicable audits have been released.
- b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.

**RECORD OF PRE-NUMBERED FORMS**

**Item #86**

This record series documents the issuance of pre-numbered forms to law enforcement agency personnel authorized to accept public money, indicating which forms were issued to each employee. The records include the signatures of the individuals who received the forms and who checked in the returned forms.

**RETENTION:**

- a) Record copy. 5 fiscal years provided applicable audits have been released.
- b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.

**REGISTER OF FELONS**

**Item #87**

This record series documents the registration of felons who enter or reside in the county, as required by Section 775.13, Florida Statutes, Registration of convicted felons, exemptions; penalties. The records provide the crime for which convicted; place of conviction; any sentence imposed; name; any aliases; address; and occupation.

**RETENTION:**

- a) Record copy. Retain until obsolete, superseded, or administrative value is lost.
- b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.

**REGISTER OF SPECIAL DEPUTY SHERIFFS**

**Item #88**

This record series documents the appointment of special deputy sheriffs as required by Section 30.09(4), Florida Statutes, Qualification of deputies; special deputies. The register indicates the terms and circumstances of each appointment. See also "PERSONNEL RECORDS: POLICE AUXILIARY/SPECIAL DEPUTY."

**RETENTION:**

- a) Record copy. Retain until obsolete, superseded, or administrative value is lost.
- b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.

**REGISTRATIONS: BAIL BOND AGENTS**

**Item #15**

This record series documents the registration of bail bond agents with the sheriff's office as required by Section 648.42, Florida Statutes, Registration of bail bond agents. The records include a copy of the license and a certified copy of the power of attorney filed with the Clerk's office pursuant to Section 648.43, Florida Statutes, Power of attorney; to be approved by department; filing of copies; notification of transfer bond. The retention is for the law enforcement agency's copies, not the copies held by the Clerk's office.

**RETENTION:**

- a) Record copy. 3 fiscal years provided applicable audits have been released.
- b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.

**REGISTRATIONS: FIREARMS/WEAPONS**

**Item #49**

This record series documents firearms and weapons owned by the law enforcement agency or documented under the provisions of Section 790.335(3), Florida Statutes, Prohibition of registration of firearms – Exceptions, such as weapons reported stolen or used in a crime.

**RETENTION:**

- a) Record copy. Retain as long as the property it relates to or until termination of employment of officer/employee owning weapon.
- b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.

**SEIZURE OF UNSTAMPED CIGARETTES REPORTS**

**Item #92**

This record series consists of the law enforcement agency's copies of reports submitted to the Division of Alcoholic Beverages and Tobacco, Department of Business and Professional Regulation, pertaining to the seizure by law enforcement officers of any unstamped cigarette packages. Section 210.18(7), Florida Statutes, Penalties for tax evasion; reports by sheriffs, requires law enforcement officers to "promptly report such seizure to the division or its representative, together with a description of all such unstamped cigarettes seized, so that the state may be kept informed as to the size and magnitude of the illicit cigarette business."

**RETENTION:**

- a) Record copy. 3 fiscal years provided applicable audits have been released.
- b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.

**SEXUAL OFFENDERS REGISTRATION RECORDS**

**Item #210**

This record series documents registration by sexual offenders as required by Section 943.0435, Florida Statutes, Sexual offenders required to register with the department; penalty. Pursuant to this statute, sexual offenders must report to the

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sheriff's office in their county of residence; the sheriff's office takes a photograph, fingerprints, and identification information from the offender and forwards them to the Florida Department of Law Enforcement.

**RETENTION:**

- a) Record copy. Retain until offender re-registers; retain most recent registration for 50 years or until sexual offender status terminated, whichever occurs first.
- b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.

**SPECIAL WATCH RECORDS**

**Item #93**

This record series documents special watch operations conducted on businesses, residences, or individuals. These records may include such information as the name, address, and telephone number of the business or residence, summary information on the individual in question, and comments on why a special watch is necessary, such as a homeowner's scheduled absence. This series may also include daily bulletins and special requests which are read to the staff during roll call. See also "ALARM AND EMERGENCY CONTACT RECORDS" and "TRESPASS WARNING AUTHORIZATION FORMS."

**RETENTION:**

- a) Record copy. Retain until special watch is canceled.
- b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.

**SPEED MEASURING DEVICE TEST/CALIBRATION RECORDS**

**Item #83**

This record series documents the testing and calibration of speed detection equipment such as Doppler radar devices, visual average speed computer devices, speedometer devices, laser speed devices, and stop watches. The series includes such records as test certificates and calibration tests and logs. Pursuant to Rule 15B-2.009 through 15B-2.012, Florida Administrative Code, speed devices must be rechecked every six months and only the certificate from the most recent six-month period is necessary to establish the presumption of accuracy of the device in court under Section 316.1905, Florida Statutes, Electrical, mechanical, or other speed calculating devices; power of arrest; evidence.

**RETENTION:**

- a) Record copy. 6 months after test certificate issued.
- b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.

**STATUS RECORDS: VEHICLES**

**Item #95**

This record series tracks the status of vehicles assigned to each radio operator's channel. The records indicate the status of cars that are busy but not dispatched. These records are not used to dispatch cars on calls. These records may be part of a Computer Aided Dispatch (CAD) system. See also "COMPLAINT/INCIDENT REPORTS."

**RETENTION:**

- a) Record copy. Retain until obsolete, superseded, or administrative value is lost.
- b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.

**SUBPOENA LOGS**

**Item #97**

This record series consists of a detailed log of subpoenas served on law enforcement personnel.

**RETENTION:**

- a) Record copy. Retain until obsolete, superseded, or administrative value is lost.
- b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.

**TELECOMMUNICATIONS TERMINAL LOGS**

**Item #98**

This record series consists of a log documenting entries made by agency personnel into the telecommunications system, including daily activity and messages received or transmitted. See also "TELECOMMUNICATIONS TERMINAL MESSAGES: FCIC/NCIC."

**RETENTION:**

- a) Record copy. 1 anniversary year after transmittal.
- b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.

**TELECOMMUNICATIONS TERMINAL MESSAGES: FCIC/NCIC**

**Item #99**

This record series consists of telecommunications messages pertaining to investigations by police/sheriff's department and other law enforcement agencies nationwide used in the apprehension of criminals and exchange of police information. It includes daily administrative messages from and to FCIC/NCIC telecommunications user and base terminals. See also "TELECOMMUNICATIONS TERMINAL LOGS."

**RETENTION:**

- a) Record copy. Retain until obsolete, superseded, or administrative value is lost.
- b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.

**TELEPHONE CALL LOGS**

**Item #100**

This record series consists of a log documenting telephone calls received by dispatch within the law enforcement agency. This series does not include those records covered by *General Records Schedule GS1-SL for State and Local Government*

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Agencies under Item #292, "RADIO LOGS;" Item #377, "911 RECORDS: LOGS;" or Item #335, "COMMUNICATIONS AUDIO RECORDINGS."

**RETENTION:**

- a) Record copy. 180 days after last entry.
- b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.

**TRAINING RECORDS: INSTRUCTOR**

**Item #105**

This record series documents each course taught by the law enforcement agency. It may include the schedules, course material, and any development material. These records relate to in-service training programs provided pursuant to Section 943.175, Florida Statutes, Inservice training. See also "PERSONNEL RECORDS: POLICE AUXILIARY/SPECIAL DEPUTY" or applicable "PERSONNEL RECORDS" item in *General Records Schedule GS1-SL for State and Local Government Agencies*.

**RETENTION:**

- a) Record copy. 2 anniversary years after training.
- b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.

**TRESPASS WARNING AUTHORIZATION FORMS**

**Item #106**

This record series documents agreements between law enforcement agencies and property owners to issue trespass warnings. See also "SPECIAL WATCH RECORDS" and "WARNING TICKETS."

**RETENTION:**

- a) Record copy. Retain until obsolete, superseded, or administrative value is lost.
- b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.

**UNIFORM CLOTHING RECORDS**

**Item #108**

This record series documents uniform items issued to law enforcement personnel. These records can also be used to authorize issuance of specified items by an authorized vendor.

**RETENTION:**

- a) Record copy. 1 fiscal year after return of the items provided applicable audits have been released.
- b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.

**UNIFORM CRIME REPORTS (UCR)**

**Item #109**

This record series consists of reports from law enforcement agencies to the Florida Department of Law Enforcement pursuant to Section 943.05, Florida Statutes, Criminal Justice Information Program; duties; crime reports, and Rule 11C-4.008, Florida Administrative Code, Uniform Crime Reports Guide Manual. Reports include both offense and arrest crime data relating to murder, manslaughter, forcible sex, robbery, aggravated assault, burglary, larceny, motor vehicle theft, arson, simple assault, domestic violence offenses, property stolen and recovered, motor vehicle recovery, homicides, and law enforcement officer injuries or deaths. This retention is for copies of reports held by the submitting agency, not those received and held by FDLE.

**RETENTION:**

- a) Record copy. Retain until obsolete, superseded, or administrative value is lost.
- b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.

**VALIDATION RECORDS**

**Item #110**

This record series documents the process of validating the accuracy of information submitted by law enforcement agencies to the Florida Crime Information Center (FCIC) database administered by the Florida Department of Law Enforcement.

**RETENTION:**

- a) Record copy. 60 days after validation.
- b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.

**VEHICLE LOCATOR RECORDS**

**Item #211**

This record series consists of records used to track the location of law enforcement vehicles. These records might reside in an automated system such as a Computer Aided Dispatch (CAD) system or in some other format. Since these records may relate to prosecution or disciplinary actions, agencies are responsible for ensuring that internal management policies are in place establishing criteria for which records should be retained beyond the minimum. These records may become part of a Criminal Investigative Records item.

**RETENTION:**

- a) Record copy. 30 days.
- b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.

**VEHICLE PROCESSING LOGS**

**Item #112**

This record series documents the processing of vehicles for evidence such as fingerprints and palm prints. The log may contain such information as vehicle processed; date and time of processing; and the name of the individual processing the vehicle. This information may also be found in the applicable Criminal Investigative Records item.

**RETENTION:**

- a) Record copy. Retain until obsolete, superseded, or administrative value is lost.

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b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.

**VEHICLE PURSUIT RECORDS**

**Item #212**

This record series documents law enforcement vehicle pursuit of suspects or violators. Information may include, but is not limited to, date of pursuit; officers involved in pursuit; location where pursuit began; location where pursuit ended; weather and traffic conditions; reason for pursuit; tactics used; and how and why pursuit was terminated. A pursuit record may become part of an applicable Criminal Investigative Records item.

**RETENTION:**

- a) Record copy. 4 anniversary years.
- b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.

**VEHICLE RECORDS: INSPECTION CHECKLIST**

**Item #111**

This record series consists of checklists used by law enforcement agencies to record the condition of vehicles and equipment. Inspections may be conducted at the beginning of each work shift or at other intervals determined by the agency.

**RETENTION:**

- a) Record copy. Retain until obsolete, superseded, or administrative value is lost.
- b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.

**VEHICLE RECORDS: IMPOUNDED**

**Item #52**

This record series documents the impoundment of vehicles, including ground, air, and water vehicles, by a law enforcement agency. Records include information relating to the vehicle such as name and address of owner; year, make, and model; color; vehicle identification number (VIN); tag number; condition; damage (if any); and an inventory of the contents. The records may also provide date, time, and location of impoundment; reason for impoundment (e.g., accident, abandoned, recovered stolen, or used in commission of a crime); name of wrecker service; and release information such as fees or charges incurred, name and address of individual to whom the vehicle was released, and release authorizations and conditions (if any) imposed. See also "NOTICES: REMOVAL OF ABANDONED OR JUNKED VEHICLE," "PROPERTY RECORDS: SEIZED/ABANDONED/FORFEITED," and "EVIDENCE PROCESSING RECORDS."

**RETENTION:**

- a) Record copy. 5 fiscal years after disposition of vehicle provided applicable audits have been released.
- b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.

**VEHICLE RECORDS: TACHOMETER READING**

**Item #113**

This record series consists of tachometer readings recorded to monitor the speed of law enforcement vehicles over a period of time. The records may also document use of lights and sirens.

**RETENTION:**

- a) Record copy. 1 anniversary year.
- b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.

**VICTIM ASSISTANCE CASE FILES**

**Item #191**

This record series documents the agency's efforts to provide assistance to crime victims pursuant to Chapter 960, Florida Statutes, Victim Assistance. These records may include copies of police reports, court documents, correspondence, social service support referrals, crime compensation applications, victim impact statements, restitution statements, and other supporting documentation.

**RETENTION:**

- a) Record copy. 5 fiscal years provided applicable audits have been released.
- b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.

**VIDEO RECORDINGS: PATROL UNITS**

**Item #192**

This record series consists of video recordings taken from a patrol vehicle to document law enforcement activities of officers while on patrol. Since these recordings may play an integral part in prosecution or disciplinary actions, agencies are responsible for ensuring that internal management policies are in place establishing criteria for which images should be retained beyond the minimum. These records may become part of a criminal investigative record.

**RETENTION:**

- a) Record copy. 30 days.
- b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.

**WAIVER FORMS: RELEASE OF INFORMATION**

**Item #114**

This record series consists of waivers submitted to law enforcement agencies by crime victims, witnesses, juveniles, and others authorizing agencies to release information regarding themselves. The waiver informs the individuals that they are waiving any public records exemption status provided for by Chapter 119, Florida Statutes, Public Records, or any other Florida statute or administrative rule. See also "LIABILITY WAIVERS."

**RETENTION:**

- a) Record copy. 4 anniversary years.



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b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.

**WARNING TICKETS**

**Item #115**

This record series consists of warning tickets issued by law enforcement agencies identifying the person warned and indicating the date and nature of the warning. A copy may also be filed with the applicable Criminal Investigative Records item. See also "CRIMINAL INVESTIGATIVE RECORDS" items, "FIELD INTERROGATION REPORTS," and "TRESPASS WARNING AUTHORIZATION FORMS."

**RETENTION:**

- a) Record copy. Retain until obsolete, superseded, or administrative value is lost.
- b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.

**WARRANT CASE FILES**

**Item #117**

This record series consists of case files on criminal warrants to be served on individuals. The series may include copies of the letter of transmittal, a copy of the warrant, and any other pertinent information related to the warrant. See also "ARREST WARRANTS/CAPIAS/ORDERS" and "WARRANT INDEX."

**RETENTION:**

- a) Record copy. Retain until served or withdrawn.
- b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.

**WARRANT INDEX**

**Item #116**

This record series consists of an alphabetical name index of warrants to be served. The series may include additional information regarding the warrants, such as date served. See also "ARREST WARRANTS/CAPIAS/ORDERS" and "WARRANT CASE FILES."

**RETENTION:**

- a) Record copy. 1 anniversary year after served.
- b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.

**WEAPONS BUY BACK PROGRAM RECORDS**

**Item #193**

This record series documents programs under which law enforcement agencies buy back weapons from citizens on a "no questions asked" basis. These records may include, but are not limited to, participant information; financial records; media or advertising materials; and collection logs specifying the serial number, make, and model of the weapon as well as the method and date of final destruction or other disposition. This series may also include any tests run on the weapons to identify participation in a crime.

**RETENTION:**

- a) Record copy. 5 fiscal years provided applicable audits have been released.
- b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.

**WRECKER SERVICE RECORDS**

**Item #118**

This record series documents the law enforcement agency's requests for wreckers to tow vehicles. The records provide such information as the date and time of request; zone or unit; wrecker service requested and by whom; wrecker service responding; whether wrecker called was by utilization of a rotation list or at the vehicle owner's request (to verify fairness in wrecker company usage if contested); and remarks. The series may also contain the wrecker rotation list, the wrecker company's towing and storage rates, and notification to the law enforcement agency when a vehicle is towed from private property in compliance with Section 715.07(2), Florida Statutes, Vehicles or vessels parked on private property; towing.

**RETENTION:**

- a) Record copy. 1 fiscal year provided applicable audits have been released.
- b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.

## **CORRECTIONAL/DETENTION FACILITY RECORDS**

### **ACCREDITATION RECORDS: CORRECTIONAL FACILITY**

**Item #198**

This record series consists of all materials and documentation used for the purpose of demonstrating compliance with the professional standards established by the Florida Corrections Accreditation Commission or American Correctional Association. These records may include, but are not limited to, general or special orders, rules and regulations, standard operating procedures, internal reports, forms, correspondence, and tabulations. They may also include a formal written assessment statement of the agency's compliance or noncompliance and subsequent follow-up reports. See also "ACCREDITATION RECORDS: LAW ENFORCEMENT AGENCY."

#### **RETENTION:**

- a) Record copy. 3 anniversary years after accreditation.
- b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.

### **BOOKING RECORDS**

**Item #16**

This record series consists of information on all prisoners taken into custody and placed in jail as a result of a court action, awaiting bond or any other reason, regardless of age or nature of offense. The records indicate the term to be served; the name and the pertinent facts of the prisoner; reason for being placed in jail; offense; scheduled date of release; method of release; and information gathered on arrested individuals soon after booking for classification purposes and consideration for release-on-recognizance or signature release. The series may include such records as: initial intake form; commitment to serve sentence form; a copy of the individual booking card; a copy of the criminal report affidavit; a copy of the individual's local, state, and national arrest record; an information release form if considered for release-on-recognizance; and a copy of the court order granting release-on-recognizance and signature release form. Information provided in these records may include name, race, sex, age, date of birth, place of birth, weight, hair color, eye color, date, booking number, social security number, time, interviewer, address, length of residence, phone number, marital status, educational level, dependents, job title, employer, health problems, alcohol/drug usage, charge, referrals, release-on-recognizance evaluation, arresting officer, booking officer, time of arrest, place of arrest, personal references, and probable cause summary. See also "ARREST RECORDS: OFFENDER INFORMATION," "COMMITMENT AND RELEASE LISTS," "INMATE INCARCERATION RECORDS," and "JAIL DOCKET BOOKS."

#### **RETENTION:**

- a) Record copy. 1 anniversary year after released provided applicable audits have been released.
- b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.

### **COMMITMENT AND RELEASE LISTS**

**Item #22**

This record series lists individuals booked into and released from the booking facility during a 24-hour period. Information may include date, booking number, name, race, sex, age, charge, court, arresting officer, bond amount, how released, and date returnable. See also "BOOKING RECORDS."

#### **RETENTION:**

- a) Record copy. 1 anniversary year after released provided applicable audits have been released.
- b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.

### **HEADCOUNT RECORDS: INMATES**

**Item #51**

This record series consists of daily lists of all inmates incarcerated in each correctional or detention facility and may include such information as date, name, race, sex, age, charge, cell location, prisoner counts, and signature of the employee performing the count.

#### **RETENTION:**

- a) Record copy. 1 fiscal year provided applicable audits have been released.
- b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.

### **INMATE CALL RECORDS**

**Item #205**

This record series documents telephone calls to or from inmates. Records may include recordings of calls as well as information about each call such as date, time, duration, phone number, and related information. Since these records may relate to prosecution or disciplinary actions, agencies are responsible for ensuring that internal management policies are in place establishing criteria for which records should be retained beyond the minimum. These records may become part of a Criminal Investigative Records item.

#### **RETENTION:**

- a) Record copy. 30 days.
- b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.

**\*\*\* CORRECTIONAL/DETENTION FACILITY RECORDS \*\*\***

**INMATE FINANCIAL RECORDS**

**Item #175**

This record series documents inmate purchases from the prison commissary/canteen as well as money and clothing received from the public for inmates. Records may provide date, receipt number, article received, money received, name of inmate receiving article/money, and name of officer accepting article/money.

**RETENTION:**

- a) Record copy. 5 fiscal years provided applicable audits have been released.
- b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.

**INMATE INCARCERATION RECORDS**

**Item #53**

This record series consists of records documenting the incarceration of each inmate in adult correctional/detention facilities. Records may include, but are not limited to, booking cards; verification letters; interview forms; psychological testing results; information release forms; contact sheets; school attendance reports; copies of commitment papers; copies of incident reports; disciplinary reports; correspondence and memoranda; property cards; copies of pre-sentence investigation reports; receipts for inmate money and personal property taken for safekeeping upon being booked into the facility; receipts for money returned to the inmate upon release; and transfer orders verifying that property has been transferred with an inmate when he/she is transferred to or received from another institution. Records for inmates placed on work release programs may include work release rules, court orders placing subject on work release, fund disbursement forms, time cards, and progress reports.

**RETENTION:**

- a) Record copy. 1 anniversary year after release of prisoner provided applicable audits have been released.
- b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.

**INMATE TRANSPORTATION LISTS**

**Item #176**

This record series consists of lists of inmates scheduled to be transported to arraignments, court appearances, work release, correctional facilities, medical institutions, doctor's offices, or other sites. The records may also indicate method of transportation and agency conducting the transportation.

**RETENTION:**

- a) Record copy. Retain until obsolete, superseded, or administrative value is lost.
- b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.

**INSPECTION RECORDS: CORRECTIONAL/DETENTION FACILITIES**

**Item #57**

This record series consists of inspection reports of correctional/detention facilities made by the Officer-in-Charge and/or prison inspectors and a copy of any official response made by the Officer-in-Charge. These reports are filed with the Department of Corrections as well as the Clerk of the Circuit Court; however, this retention is for the copies of reports held by the submitting agency, not those received by Department of Corrections or the Clerk of Court. This series does not include Inspector General inspection reports, which are covered by *General Records Schedule GS1-SL for State and Local Government Agencies*, Item #351, "INVESTIGATIVE RECORDS."

**RETENTION:**

- a) Record copy. 3 anniversary years after report provided applicable audits have been released.
- b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.

**INVENTORY REPORTS: MISSING ITEMS**

**Item #177**

This record series consists of reports of missing items based on a review of the supply checklist and the existing inventory of items. The report may indicate items missing; the normal location of each item while in the cell block, on the commissary cart, or elsewhere in the facility; the time each item was discovered missing; and the names of inmates who visited those locations during that time period. See also "SUPPLY CHECKLIST."

**RETENTION:**

- a) Record copy. Retain until item is accounted for or declared lost.
- b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.

**JAIL DOCKET BOOKS**

**Item #61**

This record series provides summary information on all prisoners who have been incarcerated in the facility. The records may include such information as name, sex, inmate number, type of offense, and the arresting officer's name. See also "BOOKING RECORDS" and "INMATE INCARCERATION RECORDS."

**RETENTION:**

- a) Record copy. **Permanent.**
- b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.

**MARCHMAN ACT RECORDS**

**Item #179**

This record series consists of records created in the implementation of the Hal S. Marchman Act pursuant to Chapter 397, Florida Statutes, Substance Abuse Services. Under the Marchman Act, a person who is substance abuse impaired and is incapable of making a rational decision about their need for treatment, and/or poses an immediate danger to themselves or others, may be placed in protective custody. The records may include an inmate jail card, duplicates of court records,

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**\*\*\* CORRECTIONAL/DETENTION FACILITY RECORDS \*\*\***

transportation information, intoxilyzer results, Marchman Act form, and notices to local service providers and to a minor's guardian.

**RETENTION:**

- a) Record copy. 2 anniversary years after report.
- b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.

**MEAL RECORDS**

**Item #68**

This record series documents the food served to inmates of a correctional or detention facility. The records indicate which prisoners received meals and any special meals given for dietary or religious reasons.

**RETENTION:**

- a) Record copy. 1 calendar year.
- b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.

**SUICIDE WATCH RECORDS**

**Item #189**

This record series documents a correctional or detention facility's special watch on potentially suicidal inmates. The records may indicate who was on watch, the time of shift change, changes in the emotional state of the inmate(s), and precautions taken.

**RETENTION:**

- a) Record copy. 4 anniversary years.
- b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.

**SUPPLY CHECKLIST**

**Item #63**

This record series consists of an inventory of all items which may be stolen by an inmate, including kitchen, industrial, and medical supplies; library materials; and commissary goods. The inventory is kept current to verify the whereabouts of all items. This series does not apply to the property records or supply warehouse inventories described in *General Records Schedule GS1-SL for State and Local Government Agencies* (Item #40, "INVENTORY, AGENCY PROPERTY). See also "INVENTORY REPORTS: MISSING ITEMS."

**RETENTION:**

- a) Record copy. Retain until obsolete, superseded, or administrative value is lost.
- b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.

## **DISTRICT MEDICAL EXAMINER RECORDS**

### **AUTOPSY AND DEATH SCENE VIDEO RECORDINGS**

**Item #187**

This record series consists of video recordings of the death scene and/or autopsy made by a medical examiner, investigator, or other party for use in determining the cause of death. See also "AUTOPSY AUDIO RECORDINGS."

#### **RETENTION:**

- a) Record copy. Retain as long as related case file.
- b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.

### **AUTOPSY AUDIO RECORDINGS**

**Item #152**

This record series consists of audio recordings of autopsies conducted by the medical examiner, investigator, or other party. The recordings include the physician's verbal description of the body or specimen and his/her activities and observations during the dissection, such as bruises; swellings; scars; condition of internal organs; type of wounds; and the age, gender, and race of the deceased. These recordings are then transcribed and the transcriptions become part of the medical examiner's case file; recordings that are not transcribed must be retained as long as the related case file. See also "AUTOPSY AND DEATH SCENE VIDEO RECORDINGS."

#### **RETENTION:**

- a) Record copy. Retain until verbatim transcription verified; if no transcription, retain as long as related case file.
- b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.

### **BURIAL TRANSIT PERMIT LOG**

**Item #156**

This record series consists of a log of permit numbers of Burial Transit Permits (Department of Health: DH Form 326, Aug. 97) issued pursuant to Section 382.006, Florida Statutes, Burial-transit permits, and Rule 64V-1.011, Florida Administrative Code, Burial-Transit Permit to Be Issued. These permits are completed by the medical examiner when acting as direct disposer. This log enables the medical examiner to track the number of permits applied for and the last permit number assigned.

#### **RETENTION:**

- a) Record copy. 1 anniversary year.
- b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.

### **DISASTER VICTIM CASE FILES: UNMATCHED**

**Item #165**

This record series consists of information on alleged victims of a disaster. The file may contain statements from relatives and co-workers, photos of the victim when alive, medical records, and x-rays. All information is gathered in an effort to identify the victim's remains as discovered. These records do not document human remains found at the disaster site; rather, they document the life and physical characteristics of alleged victims. **If the alleged victim's information is matched to human remains found at the disaster site, these records become part of the medical examiner's case file.**

#### **RETENTION:**

- a) Record copy. Retain until ruled out as a victim.
- b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.

### **DOCK LOG: BODIES**

**Item #167**

This record series consists of a log of bodies received at and departing from the medical examiner's office. These logs may include a unique identifying number, date and time of arrival, delivery agent, name of deceased if known, date and time of departure, and to whom the body was released. This retention period is based on the Statute of Limitations for negligence, Section 95.11, Florida Statutes.

#### **RETENTION:**

- a) Record copy. 4 anniversary years after release of body.
- b) Duplicate. Retain until obsolete, superseded, or administrative value is lost.

### **EVIDENCE RECORDS: STAINED SECTIONS/EMBEDDED TISSUES/SPECIMENS**

**Item #169**

This record series documents the collection, processing, and testing of stained sections, paraffin tissue blocks, first cut glass tissue slides, and other specimens utilized as physical evidence in an investigation by the medical examiner's office. These records provide such information as where a sample was collected, by whom, the procedure utilized to test the sample, storage conditions, the name and address of other laboratories that tested the sample, and all associated raw data. Records of laboratory results are scheduled as part of the applicable Medical Examiner Case Files item. **NOTE: The actual tissue samples/specimens themselves are not public records and therefore not covered by records retention schedules; see Rule 11G-2.004, Florida Administrative Code, Physical Evidence.**

#### **RETENTION:**

- a) Record copy. Retain as long as the related Medical Examiner Case File.
- b) Duplicate. Retain until obsolete, superseded, or administrative value is lost.

\*\*\*DISTRICT MEDICAL EXAMINER RECORDS\*\*\*

**MEDICAL EXAMINER CASE FILES: CREMATION INVESTIGATION, BURIAL-AT-SEA, ANATOMICAL DISSECTION, AND NO JURISDICTION INVESTIGATION** **Item #180**

This record series consists of records generated by referrals made to the medical examiner for which NO further investigation is required by Section 406.11, Florida Statutes, Examinations, investigations, and autopsies. These files may contain file notes related to brief inquiries required to determine jurisdiction or to obtain medical history, and duplicate copies of death certificates prepared by attending physicians. This record series does not contain autopsy records.

**RETENTION:**

- a) Record copy. 4 anniversary years after referral and investigation.
- b) Duplicate. Retain until obsolete, superseded, or administrative value is lost.

**MEDICAL EXAMINER CASE FILES: IDENTIFIED** **Item #181**

This record series consists of the district medical examiner's case files documenting death investigations undertaken pursuant to Section 406.11(1)(a), Florida Statutes, Examinations, investigations, and autopsies, for which the identity of the decedent **HAS** been ascertained. The case file is required by Rule 11G-2.005, Florida Administrative Code, Records, Autopsy Report, as part of the office's official records. In general, these investigations, whether including autopsy, external inspection, or inquiry without view of the body, are distinguished by the fact that the death certificates were prepared and signed by the medical examiner. The case file may contain a record of all investigations including the findings, radiographs, opinions, laboratory test results, photographs, autopsy reports, inspection reports, and case notes.

**RETENTION:**

- a) Record copy. 30 anniversary years.
- b) Duplicate. Retain until obsolete, superseded, or administrative value is lost.

**MEDICAL EXAMINER CASE FILES: UNIDENTIFIED** **Item #182**

This record series consists of the district medical examiner's case files documenting death investigations undertaken pursuant to Section 406.11(1)(a), Florida Statutes, Examinations, investigations, and autopsies, for which the identity of the decedent has **NOT** been ascertained. The case file is required by Rule 11G-2.005, Florida Administrative Code, Records, Autopsy Report, as part of the office's official records. In general, these investigations, whether including autopsy, external inspection, or inquiry without view of the body, are distinguished by the fact that the death certificates were prepared and signed by the medical examiner. The case file may contain a record of all investigations including the findings, radiographs, opinions, laboratory test results, photographs, autopsy reports, inspection reports, and case notes.

**RETENTION:**

- a) Record copy. Retain until identified, then reclassify file as "MEDICAL EXAMINER CASE FILES: IDENTIFIED."
- b) Duplicate. Retain until obsolete, superseded, or administrative value is lost.

**MEDICAL EXAMINER RECORDS: AUTOPSY SUPPORTING DOCUMENTS** **Item #183**

This record series consists of copies of hospital, nursing home, ambulance, or police homicide records used as reference materials for medical examiner investigations. These records, or portions of them, are used as factual foundation in concert with autopsy findings in the formation of cause-of-death opinions. Some medical examiners may produce a brief summary of the deceased's medical history abstracted from these records. In those cases, these reports will be included within the applicable Medical Examiner Case Files item and will take that retention period.

**RETENTION:**

- a) Record copy. Retain until obsolete, superseded, or administrative value is lost.
- b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.

**RESEARCH AND STUDY RECORDS** **Item #186**

This record series consists of materials compiled in the process of researching particular issues of interest and concern to medical examiners. Records may include, but are not limited to, copies of various medical examiner case files, criminal evidence that is no longer needed for prosecution, news reports, published scientific articles, and findings and conclusions on a particular manner or method of death. The research or study results may be published at a later date. ***This record series may have archival value.***

**RETENTION:**

- a) Record copy. Retain until obsolete, superseded, or administrative value is lost.
- b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.

**SKELETON INVENTORY RECORDS** **Item #188**

This record series consists of inventory control records and analyses documenting all skeletal remains brought to the medical examiner's office. These records are utilized in maintaining control over the bones currently in storage.

**RETENTION:**

- a) Record copy. Retain as long as the related Medical Examiner Case File.
- b) Duplicate. Retain until obsolete, superseded, or administrative value is lost.

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**\*\*\*DISTRICT MEDICAL EXAMINER RECORDS\*\*\***

**TOE TAGS**

**Item #190**

This record series consists of the duplicate toe tags placed on a body by the medical examiner's office for internal monitoring purposes. The tag may bear identifying numbers and other information for processing purposes.

**RETENTION:**

- a) Record copy. Retain until obsolete, superseded, or administrative value is lost.
- b) Duplicate. Retain until obsolete, superseded, or administrative value is lost.

## **CROSS-REFERENCE**

- ABANDONED/JUNKED VEHICLE NOTICES  
use NOTICES: REMOVAL OF ABANDONED OR JUNKED VEHICLE
- ACCIDENT REPORT FORMS: MOTOR VEHICLE  
use ACCIDENT REPORT LONG FORMS: MOTOR VEHICLE  
or ACCIDENT REPORT SHORT FORMS: MOTOR VEHICLE
- ACTIVITY LOGS: DETENTION FACILITY  
use ACTIVITY LOGS
- ASSIGNMENT ORDERS: SHIFT ASSIGNMENT  
use *General Records Schedule GS1-SL for State and Local Government Agencies*, Item #289, WORK SCHEDULES
- AUTOPSY RECORDINGS (AUDIO/VIDEO)  
use AUTOPSY AND DEATH SCENE VIDEO RECORDINGS  
or AUTOPSY AUDIO RECORDINGS
- BAIL BOND AGENTS: REGISTRATION  
use REGISTRATIONS: BAIL BOND AGENTS
- BOLO (BE ON THE LOOKOUT) FORMS  
use BE ON THE LOOKOUT (BOLO) RECORDS
- BRADY BILL RECORDS: CERTIFICATION LETTERS  
use MULTIPLE WEAPONS SALES REPORTS DESTRUCTION CERTIFICATION LETTERS
- BRADY BILL REPORTS: MULTIPLE WEAPONS SALES  
use MULTIPLE WEAPONS SALES REPORTS
- CIVIL RETURNS  
use CIVIL PROCESS/RETURN RECORDS
- COMMUNICATIONS TAPE RECORDINGS  
use *General Records Schedule GS1-SL for State and Local Government Agencies*, Item #335, COMMUNICATIONS  
AUDIO RECORDINGS
- CRIMINAL INVESTIGATIVE RECORDS: DUI-DUBAL (FELONY/MISDEMEANOR)  
use other applicable CRIMINAL INVESTIGATIVE RECORDS item(s)
- CRIMINAL INVESTIGATIVE RECORDS: ELDER ABUSE OR NEGLECT  
use CRIMINAL INVESTIGATIVE RECORDS: ELDERS/DISABLED ADULTS ABUSE, NEGLECT, OR EXPLOITATION
- CRIMINAL INVESTIGATIVE RECORDS: MEDICAID PROVIDER FRAUD  
use CRIMINAL INVESTIGATIVE RECORDS: FRAUD
- CRIMINAL INVESTIGATIVE RECORDS: POLLUTION CONTROL  
use other applicable CRIMINAL INVESTIGATIVE RECORDS item(s)
- CRIMINAL INVESTIGATIVE RECORDS: SECURITY & INVESTMENT FRAUD  
use CRIMINAL INVESTIGATIVE RECORDS: FRAUD
- DISPOSITION REPORTS: COUNTY CORRECTIONAL FACILITY  
use DISPOSITION REPORTS
- EMPLOYEE IDENTIFICATION RECORDS  
use *General Records Schedule GS1-SL for State and Local Government Agencies*, Personnel Records items or Item  
#189, ACCESS CONTROL RECORDS



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\*\*\*CROSS-REFERENCE\*\*\*

EXPLORER PROGRAM/POLICE RECORDS  
use Police Explorers Records

FELON REGISTER  
use REGISTER OF FELONS

FINE AND FORFEITURE RECEIPT RECORDS  
use *General Records Schedule GS1-SL for State and Local Government Agencies*, Item #365, RECEIPT/REVENUE  
RECORDS: DETAIL

FINE/ESTREATED BOND REPORTS  
use *General Records Schedule GS1-SL for State and Local Government Agencies*, Item #365, RECEIPT/REVENUE  
RECORDS: DETAIL

FIREARMS: REGISTRATION  
use REGISTRATIONS: FIREARMS/WEAPONS

GUNSHOT WOUND REPORTS  
use GUNSHOT WOUND/LIFE-THREATENING INJURY REPORTS

LEVELS OF RESISTANCE REPORTS  
use PHYSICAL FORCE RECORDS

MEDICAL RECORDS: INMATE  
use *General Records Schedule GS4 for Public Hospitals, Health Care Facilities and Medical Providers*, Item #80,  
PATIENT MEDICAL RECORDS

MODUS OPERANDI RECORDS  
use CRIME ANALYSIS RECORDS

NOTIFICATION OF FOREIGN CONSULATE RECORDS  
use item to which notification relates, e.g., the applicable CRIMINAL INVESTIGATIVE RECORDS item, ACCIDENT  
RECORDS, etc.

POLYGRAPH RECORDS  
use POLYGRAPH RECORDS: HIRING  
or POLYGRAPH RECORDS: INVESTIGATIVE

PROPERTY RECORDS: CONFISCATED  
use PROPERTY RECORDS: SEIZED/ABANDONED/FORFEITED

RADAR CALIBRATION RECORDS  
use SPEED MEASURING DEVICE TEST/CALIBRATION RECORDS

RADIO LOGS  
use *General Records Schedule GS1-SL for State and Local Government Agencies*, Item #292, RADIO LOGS

RAP SHEETS  
use CRIMINAL HISTORY SUMMARY RECORDS/RAP SHEETS

REGISTRATIONS: BONDSMAN  
use REGISTRATIONS: BAIL BOND AGENTS

REQUISITION OF THE SHERIFF  
use *General Records Schedule GS1-SL for State and Local Government Agencies*, Item #88, BUDGET RECORDS,  
SUPPORTING DOCUMENTS

SCENE VIDEOS  
use AUTOPSY AND DEATH SCENE VIDEO RECORDINGS

SEXUAL PREDATOR NOTICES  
use NOTICES: SEXUAL PREDATOR

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\*\*\*CROSS-REFERENCE\*\*\*

SPECIAL DEPUTY SHERIFFS: REGISTER  
use REGISTER OF SPECIAL DEPUTY SHERIFFS

TAG READER RECORDS  
use LICENSE PLATE RECOGNITION RECORDS

TRAINING RECORDS: PERSONNEL  
use PERSONNEL RECORDS: POLICE AUXILIARY/SPECIAL DEPUTY or *General Records Schedule GS1-SL for State and Local Government Agencies*, applicable Personnel Records item

USE OF FORCE RECORDS  
use PHYSICAL FORCE RECORDS

VEHICLE RECORDS: CHECKLIST  
use VEHICLE RECORDS: INSPECTION CHECKLIST

VIDEO TAPE RECORDINGS: PATROL UNIT  
use VIDEO RECORDINGS: PATROL UNITS

WARRANT CARD FILES  
use WARRANT INDEX

WARRANT CASE FILES: OUTSTANDING  
use WARRANT CASE FILES

WOUND REPORTS  
use GUNSHOT WOUND/LIFE-THREATENING INJURY REPORTS

911 RECORDS: LOGS  
use *General Records Schedule GS1-SL for State and Local Government Agencies*, Item #377, 911 RECORDS: LOGS

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\*\*\*ALPHABETICAL LISTING\*\*\*

**ALPHABETICAL LISTING**

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ACCIDENT RECORDS INDEX: MOTOR VEHICLE	Item #120
ACCIDENT REPORT LONG FORMS: MOTOR VEHICLE	Item #197
ACCIDENT REPORT SHORT FORMS: MOTOR VEHICLE	Item #213
ACCREDITATION RECORDS: CORRECTIONAL FACILITY	Item #198
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APPLICATIONS: CONCEALED WEAPONS/FIREARMS	Item #151
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BACKGROUND CHECKS: OUTSIDE AGENCIES/BUSINESSES	Item #153
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CHEMICAL ANALYSIS TEST LOG	Item #122
CHEMICAL ANALYSIS TEST REPORTS	Item #17
CITATION BOOK RECEIPT RECORDS	Item #157
CITATION LOGS	Item #101
CITATION TRANSMITTAL RECORDS	Item #102
CITATIONS	Item #103
CITIZEN RIDE-ALONG REQUEST AND RELEASE RECORDS	Item #158
CIVIL INDEXES	Item #18
CIVIL PROCESS/RETURN RECORDS	Item #19
CODE SHEETS	Item #20
COMBAT AUTO THEFT (CAT) PROGRAM RECORDS	Item #159
COMMITMENT AND RELEASE LISTS	Item #22
COMMITMENT TO SERVE SENTENCE FORMS	Item #21
COMPLAINT/INCIDENT LOGS	Item #24
COMPLAINT/INCIDENT REPORTS	Item #25
CONFIDENTIAL INFORMANT FILES	Item #199
CONFISCATED INTOXICATING BEVERAGE RECORDS: SALE PROHIBITED	Item #123
CONFISCATED INTOXICATING BEVERAGE REPORTS: ILLICIT LIQUOR	Item #26
CRIME ANALYSIS RECORDS	Item #70
CRIMINAL HISTORY DISSEMINATION RECORDS: FCIC/NCIC	Item #42
CRIMINAL HISTORY SUMMARY RECORDS/RAP SHEETS	Item #85
CRIMINAL INTELLIGENCE INFORMATION RECORDS	Item #30
CRIMINAL INVESTIGATIVE RECORDS: CAPITAL/LIFE FELONY	Item #31
CRIMINAL INVESTIGATIVE RECORDS: CHILD ABUSE OR NEGLECT	Item #200
CRIMINAL INVESTIGATIVE RECORDS: DEGREE OF CRIME UNKNOWN/NO CHARGES FILED	Item #129
CRIMINAL INVESTIGATIVE RECORDS: ELDERS/DISABLED ADULTS ABUSE, NEGLECT, OR EXPLOITATION	Item #124
CRIMINAL INVESTIGATIVE RECORDS: FELONY, 1st DEGREE	Item #125
CRIMINAL INVESTIGATIVE RECORDS: FELONY, 2nd AND 3rd DEGREE	Item #126
CRIMINAL INVESTIGATIVE RECORDS: FELONY, DESTRUCTIVE DEVICE	Item #214
CRIMINAL INVESTIGATIVE RECORDS: FELONY, ENVIRONMENTAL CONTROL	Item #215
CRIMINAL INVESTIGATIVE RECORDS: FRAUD	Item #201
CRIMINAL INVESTIGATIVE RECORDS: INDEX	Item #131
CRIMINAL INVESTIGATIVE RECORDS: JUVENILE OFFENDER	Item #130
CRIMINAL INVESTIGATIVE RECORDS: MISDEMEANOR, 1st DEGREE	Item #127
CRIMINAL INVESTIGATIVE RECORDS: MISDEMEANOR, 2nd DEGREE	Item #128
CRIMINAL INVESTIGATIVE RECORDS: MISSING PERSONS/RUNAWAY CASES	Item #161
CRIMINAL INVESTIGATIVE RECORDS: MISSING PERSONS/RUNAWAY CASES (FOUND/SOLVED)	Item #162
CRIMINAL INVESTIGATIVE RECORDS: NON-CRIMINAL VIOLATION	Item #148

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DISASTER VICTIM CASE FILES: UNMATCHED	Item #165
DISPOSITION REPORTS	Item #166
DISPOSITIONS: NOLLE PROSEQUI	Item #72
DOCK LOG: BODIES	Item #167
EMPLOYMENT RECORDS: OFF-DUTY ACTIVITIES	Item #168
EVIDENCE PROCESSING RECORDS	Item #39
EVIDENCE RECORDS: STAINED SECTIONS/EMBEDDED TISSUES/SPECIMENS	Item #169
EXAMINATION RECORDS: CRIMINAL JUSTICE TRAINING CENTERS/SCHOOLS	Item #170
EXECUTION DOCKET RECORDS	Item #41
EXECUTION RECORDS: RECEIPT FOR RETURN	Item #171
EXECUTION RECORDS: SATISFIED	Item #40
EXECUTION RECORDS: SUPPORTING DOCUMENTS	Item #202
EXECUTION RECORDS: UNSATISFIED	Item #172
FEDERAL FIREARMS NOTIFICATION RECORDS	Item #203
FIELD INTERROGATION REPORTS	Item #43
FINGERPRINT CLASSIFICATION INDEXES	Item #47
FINGERPRINT COMPARISON RECORDS	Item #204
FIREARM QUALIFICATIONS RECORDS	Item #48
GUNSHOT WOUND/LIFE-THREATENING INJURY REPORTS	Item #50
HATE CRIMES REPORTS	Item #173
HEADCOUNT RECORDS: INMATES	Item #51
INJUNCTION RECORDS	Item #174
INMATE CALL RECORDS	Item #205
INMATE FINANCIAL RECORDS	Item #175
INMATE INCARCERATION RECORDS	Item #53
INMATE TRANSPORTATION LISTS	Item #176
INSPECTION RECORDS: CORRECTIONAL/DETENTION FACILITIES	Item #57
INTERNAL INVESTIGATION RECORDS: FINAL ACTION SUMMARY	Item #59
INTERNAL INVESTIGATION RECORDS: NOT SUSTAINED/UNFOUNDED/EXONERATED	Item #136
INTERNAL INVESTIGATION RECORDS: SUSTAINED FORMAL	Item #134
INTERNAL INVESTIGATION RECORDS: SUSTAINED INFORMAL	Item #135
INVENTORY REPORTS: MISSING ITEMS	Item #177
JAIL DOCKET BOOKS	Item #61
JUVENILE ALTERNATIVE PROGRAM RECORDS	Item #206
K-9/EQUINE RECORDS	Item #178
LATENT FINGERPRINTS/PALM PRINTS/FOOTPRINTS: INDEX	Item #145
LIABILITY WAIVERS	Item #65
LICENSE PLATE RECOGNITION RECORDS	Item #217
MARCHMAN ACT RECORDS	Item #179
MASTER NAME INDEXES	Item #66
MEAL RECORDS	Item #68
MEDICAL EXAMINER CASE FILES: CREMATION INVESTIGATION, BURIAL-AT-SEA, ANATOMICAL DISSECTION, AND NO JURISDICTION INVESTIGATION	Item #180
MEDICAL EXAMINER CASE FILES: IDENTIFIED	Item #181
MEDICAL EXAMINER CASE FILES: UNIDENTIFIED	Item #182
MEDICAL EXAMINER RECORDS: AUTOPSY SUPPORTING DOCUMENTS	Item #183
MULTIPLE WEAPONS SALES REPORTS	Item #155
MULTIPLE WEAPONS SALES REPORTS DESTRUCTION CERTIFICATION LETTERS	Item #154
NO CHARGE SERVICE REPORTS	Item #71
NOTICES: REMOVAL OF ABANDONED OR JUNKED VEHICLE	Item #149
NOTICES: SEXUAL PREDATOR	Item #184
NOTICES: TO APPEAR IN COURT	Item #73

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“OPERATION IDENTIFICATION” FORMS	Item #74
ORDER TO EXPUNGE/SEAL CRIMINAL HISTORY RECORDS	Item #216
PARKING VIOLATION RECORDS	Item #75
PAWN SHOP/SECONDHAND DEALER TRANSACTION REPORTS	Item #79
PERSONNEL RECORDS: POLICE AUXILIARY/SPECIAL DEPUTY	Item #185
PHYSICAL FORCE RECORDS	Item #77
POLICE EXPLORERS RECORDS	Item #207
POLYGRAPH RECORDS: HIRING	Item #208
POLYGRAPH RECORDS: INVESTIGATIVE	Item #209
PROPERTY RECORDS: SEIZED/ABANDONED/FORFEITED	Item #27
RECORD OF PRE-NUMBERED FORMS	Item #86
REGISTER OF FELONS	Item #87
REGISTER OF SPECIAL DEPUTY SHERIFFS	Item #88
REGISTRATIONS: BAIL BOND AGENTS	Item #15
REGISTRATIONS: FIREARMS/WEAPONS	Item #49
RESEARCH AND STUDY RECORDS	Item #186
SEIZURE OF UNSTAMPED CIGARETTES REPORTS	Item #92
SEXUAL OFFENDERS REGISTRATION RECORDS	Item #210
SKELETON INVENTORY RECORDS	Item #188
SPECIAL WATCH RECORDS	Item #93
SPEED MEASURING DEVICE TEST/CALIBRATION RECORDS	Item #83
STATUS RECORDS: VEHICLES	Item #95
SUBPOENA LOGS	Item #97
SUICIDE WATCH RECORDS	Item #189
SUPPLY CHECKLIST	Item #63
TELECOMMUNICATIONS TERMINAL LOGS	Item #98
TELECOMMUNICATIONS TERMINAL MESSAGES: FCIC/NCIC	Item #99
TELEPHONE CALL LOGS	Item #100
TOE TAGS	Item #190
TRAINING RECORDS: INSTRUCTOR	Item #105
TRESPASS WARNING AUTHORIZATION FORMS	Item #106
UNIFORM CLOTHING RECORDS	Item #108
UNIFORM CRIME REPORTS (UCR)	Item #109
VALIDATION RECORDS	Item #110
VEHICLE LOCATOR RECORDS	Item #211
VEHICLE PROCESSING LOGS	Item #112
VEHICLE PURSUIT RECORDS	Item #212
VEHICLE RECORDS: INSPECTION CHECKLIST	Item #111
VEHICLE RECORDS: IMPOUNDED	Item #52
VEHICLE RECORDS: TACHOMETER READING	Item #113
VICTIM ASSISTANCE CASE FILES	Item #191
VIDEO RECORDINGS: PATROL UNITS	Item #192
WAIVER FORMS: RELEASE OF INFORMATION	Item #114
WARNING TICKETS	Item #115
WARRANT CASE FILES	Item #117
WARRANT INDEX	Item #116
WEAPONS BUY BACK PROGRAM RECORDS	Item #193
WRECKER SERVICE RECORDS	Item #118

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ALARM AND EMERGENCY CONTACT RECORDS	Item #4
AMBULANCE LOGS	Item #5
ANNUAL REPORT TO THE BOARD OF COUNTY COMMISSIONERS	Item #6
ARREST WARRANTS/CAPIAS/ORDERS	Item #7
AUCTION RECORDS	Item #10
BE ON THE LOOKOUT (BOLO) RECORDS	Item #11
APPEARANCE BOND REGISTERS	Item #14
REGISTRATIONS: BAIL BOND AGENTS	Item #15
BOOKING RECORDS	Item #16
CHEMICAL ANALYSIS TEST REPORTS	Item #17
CIVIL INDEXES	Item #18
CIVIL PROCESS/RETURN RECORDS	Item #19
CODE SHEETS	Item #20
COMMITMENT TO SERVE SENTENCE FORMS	Item #21
COMMITMENT AND RELEASE LISTS	Item #22
COMPLAINT/INCIDENT LOGS	Item #24
COMPLAINT/INCIDENT REPORTS	Item #25
CONFISCATED INTOXICATING BEVERAGE REPORTS: ILLICIT LIQUOR	Item #26
PROPERTY RECORDS: SEIZED/ABANDONED/FORFEITED	Item #27
CRIMINAL INTELLIGENCE INFORMATION RECORDS	Item #30
CRIMINAL INVESTIGATIVE RECORDS: CAPITAL/LIFE FELONY	Item #31
ARREST RECORDS: OFFENDER INFORMATION	Item #32
BULLETINS: DAILY	Item #33
ACTIVITY LOGS	Item #34
EVIDENCE PROCESSING RECORDS	Item #39
EXECUTION RECORDS: SATISFIED	Item #40
EXECUTION DOCKET RECORDS	Item #41
CRIMINAL HISTORY DISSEMINATION RECORDS: FCIC/NCIC	Item #42
FIELD INTERROGATION REPORTS	Item #43
FINGERPRINT CLASSIFICATION INDEXES	Item #47
FIREARM QUALIFICATIONS RECORDS	Item #48
REGISTRATIONS: FIREARMS/WEAPONS	Item #49
GUNSHOT WOUND/LIFE-THREATENING INJURY REPORTS	Item #50
HEADCOUNT RECORDS: INMATES	Item #51
VEHICLE RECORDS: IMPOUNDED	Item #52
INMATE INCARCERATION RECORDS	Item #53
INSPECTION RECORDS: CORRECTIONAL/DETENTION FACILITIES	Item #57
INTERNAL INVESTIGATION RECORDS: FINAL ACTION SUMMARY	Item #59
JAIL DOCKET BOOKS	Item #61
SUPPLY CHECKLIST	Item #63
LIABILITY WAIVERS	Item #65
MASTER NAME INDEXES	Item #66
MEAL RECORDS	Item #68

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CRIME ANALYSIS RECORDS	Item #70
NO CHARGE SERVICE REPORTS	Item #71
DISPOSITIONS: NOLLE PROSEQUI	Item #72
NOTICES: TO APPEAR IN COURT	Item #73
"OPERATION IDENTIFICATION" FORMS	Item #74
PARKING VIOLATION RECORDS	Item #75
PHYSICAL FORCE RECORDS	Item #77
PAWN SHOP/SECONDHAND DEALER TRANSACTION REPORTS	Item #79
SPEED MEASURING DEVICE TEST/CALIBRATION RECORDS	Item #83
CRIMINAL HISTORY SUMMARY RECORDS/RAP SHEETS	Item #85
RECORD OF PRE-NUMBERED FORMS	Item #86
REGISTER OF FELONS	Item #87
REGISTER OF SPECIAL DEPUTY SHERIFFS	Item #88
SEIZURE OF UNSTAMPED CIGARETTES REPORTS	Item #92
SPECIAL WATCH RECORDS	Item #93
STATUS RECORDS: VEHICLES	Item #95
SUBPOENA LOGS	Item #97
TELECOMMUNICATIONS TERMINAL LOGS	Item #98
TELECOMMUNICATIONS TERMINAL MESSAGES: FCIC/NCIC	Item #99
TELEPHONE CALL LOGS	Item #100
CITATION LOGS	Item #101
CITATION TRANSMITTAL RECORDS	Item #102
CITATIONS	Item #103
TRAINING RECORDS: INSTRUCTOR	Item #105
TRESPASS WARNING AUTHORIZATION FORMS	Item #106
UNIFORM CLOTHING RECORDS	Item #108
UNIFORM CRIME REPORTS (UCR)	Item #109
VALIDATION RECORDS	Item #110
VEHICLE RECORDS: INSPECTION CHECKLIST	Item #111
VEHICLE PROCESSING LOGS	Item #112
VEHICLE RECORDS: TACHOMETER READING	Item #113
WAIVER FORMS: RELEASE OF INFORMATION	Item #114
WARNING TICKETS	Item #115
WARRANT INDEX	Item #116
WARRANT CASE FILES	Item #117
WRECKER SERVICE RECORDS	Item #118
ACCIDENT RECORDS INDEX: MOTOR VEHICLE	Item #120
CHEMICAL ANALYSIS TEST LOG	Item #122
CONFISCATED INTOXICATING BEVERAGE RECORDS: SALE PROHIBITED	Item #123
CRIMINAL INVESTIGATIVE RECORDS: ELDERS/DISABLED ADULTS ABUSE, NEGLECT, OR EXPLOITATION	Item #124
CRIMINAL INVESTIGATIVE RECORDS: FELONY, 1st DEGREE	Item #125
CRIMINAL INVESTIGATIVE RECORDS: FELONY, 2nd AND 3rd DEGREE	Item #126
CRIMINAL INVESTIGATIVE RECORDS: MISDEMEANOR, 1st DEGREE	Item #127
CRIMINAL INVESTIGATIVE RECORDS: MISDEMEANOR, 2nd DEGREE	Item #128
CRIMINAL INVESTIGATIVE RECORDS: DEGREE OF CRIME UNKNOWN/NO CHARGES FILED	Item #129
CRIMINAL INVESTIGATIVE RECORDS: JUVENILE OFFENDER	Item #130
CRIMINAL INVESTIGATIVE RECORDS: INDEX	Item #131

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INTERNAL INVESTIGATION RECORDS: SUSTAINED FORMAL	Item #134
INTERNAL INVESTIGATION RECORDS: SUSTAINED INFORMAL	Item #135
INTERNAL INVESTIGATION RECORDS: NOT SUSTAINED/UNFOUNDED/EXONERATED	Item #136
LATENT FINGERPRINTS/PALM PRINTS/FOOTPRINTS: INDEX	Item #145
CRIMINAL INVESTIGATIVE RECORDS: NON-CRIMINAL VIOLATION	Item #148
NOTICES: REMOVAL OF ABANDONED OR JUNKED VEHICLE	Item #149
APPLICATIONS: CONCEALED WEAPONS/FIREARMS	Item #151
AUTOPSY AUDIO RECORDINGS	Item #152
BACKGROUND CHECKS: OUTSIDE AGENCIES/BUSINESSES	Item #153
MULTIPLE WEAPONS SALES REPORTS DESTRUCTION CERTIFICATION LETTERS	Item #154
MULTIPLE WEAPONS SALES REPORTS	Item #155
BURIAL TRANSIT PERMIT LOG	Item #156
CITATION BOOK RECEIPT RECORDS	Item #157
CITIZEN RIDE-ALONG REQUEST AND RELEASE RECORDS	Item #158
COMBAT AUTO THEFT (CAT) PROGRAM RECORDS	Item #159
CRIMINAL INVESTIGATIVE RECORDS: MISSING PERSONS/RUNAWAY CASES	Item #161
CRIMINAL INVESTIGATIVE RECORDS: MISSING PERSONS/RUNAWAY CASES (FOUND/SOLVED)	Item #162
DISASTER VICTIM CASE FILES: UNMATCHED	Item #165
DISPOSITION REPORTS	Item #166
DOCK LOG: BODIES	Item #167
EMPLOYMENT RECORDS: OFF-DUTY ACTIVITIES	Item #168
EVIDENCE RECORDS: STAINED SECTIONS/EMBEDDED TISSUES/SPECIMENS	Item #169
EXAMINATION RECORDS: CRIMINAL JUSTICE TRAINING CENTERS/SCHOOLS	Item #170
EXECUTION RECORDS: RECEIPT FOR RETURN	Item #171
EXECUTION RECORDS: UNSATISFIED	Item #172
HATE CRIMES REPORTS	Item #173
INJUNCTION RECORDS	Item #174
INMATE FINANCIAL RECORDS	Item #175
INMATE TRANSPORTATION LISTS	Item #176
INVENTORY REPORTS: MISSING ITEMS	Item #177
K-9/EQUINE RECORDS	Item #178
MARCHMAN ACT RECORDS	Item #179
MEDICAL EXAMINER CASE FILES: CREMATION INVESTIGATION, BURIAL-AT-SEA, ANATOMICAL DISSECTION, AND NO JURISDICTION INVESTIGATION	Item #180
MEDICAL EXAMINER CASE FILES: IDENTIFIED	Item #181
MEDICAL EXAMINER CASE FILES: UNIDENTIFIED	Item #182
MEDICAL EXAMINER RECORDS: AUTOPSY SUPPORTING DOCUMENTS	Item #183
NOTICES: SEXUAL PREDATOR	Item #184
PERSONNEL RECORDS: POLICE AUXILIARY/SPECIAL DEPUTY	Item #185
RESEARCH AND STUDY RECORDS	Item #186
AUTOPSY AND DEATH SCENE VIDEO RECORDINGS	Item #187
SKELETON INVENTORY RECORDS	Item #188
SUICIDE WATCH RECORDS	Item #189
TOE TAGS	Item #190
VICTIM ASSISTANCE CASE FILES	Item #191
VIDEO RECORDINGS: PATROL UNITS	Item #192
WEAPONS BUY BACK PROGRAM RECORDS	Item #193
ACCREDITATION RECORDS: LAW ENFORCEMENT AGENCY	Item #195
<b>New Items - 2008</b>	
ACCIDENT RECORDS: MOTOR VEHICLE	Item #196
ACCIDENT REPORT LONG FORMS: MOTOR VEHICLE	Item #197
ACCREDITATION RECORDS: CORRECTIONAL FACILITY	Item #198



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CONFIDENTIAL INFORMANT FILES	Item #199
CRIMINAL INVESTIGATIVE RECORDS: CHILD ABUSE OR NEGLECT	Item #200
CRIMINAL INVESTIGATIVE RECORDS: FRAUD	Item #201
EXECUTION RECORDS: SUPPORTING DOCUMENTS	Item #202
FEDERAL FIREARMS NOTIFICATION RECORDS	Item #203
FINGERPRINT COMPARISON RECORDS	Item #204
INMATE CALL RECORDS	Item #205
JUVENILE ALTERNATIVE PROGRAM RECORDS	Item #206
POLICE EXPLORERS RECORDS	Item #207
POLYGRAPH RECORDS: HIRING	Item #208
POLYGRAPH RECORDS: INVESTIGATIVE	Item #209
SEXUAL OFFENDERS REGISTRATION RECORDS	Item #210
VEHICLE LOCATOR RECORDS	Item #211
VEHICLE PURSUIT RECORDS	Item #212
<b>New Items – 2010</b>	
ACCIDENT REPORT SHORT FORMS: MOTOR VEHICLE	Item #213
CRIMINAL INVESTIGATIVE RECORDS: FELONY, DESTRUCTIVE DEVICE	Item #214
CRIMINAL INVESTIGATIVE RECORDS: FELONY, ENVIRONMENTAL CONTROL	Item #215
ORDER TO EXPUNGE/SEAL CRIMINAL HISTORY RECORDS	Item #216
<b>New Item – 2015</b>	
LICENSE PLATE RECOGNITION RECORDS	Item #217