

POLICY NO: 761-02	SUBJECT: Records Repository and Retention	PAGE NO. 4 OF 8
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Unused hard copy Traffic Citations shall be stored in a secure location in the Patrol Division. The Patrol Day Shift Commander or Shift Supervisor will be responsible for periodic inspection of traffic citations to ensure an adequate supply exists.

K. RECORDS RETENTION SCHEDULE

1. Records will be retained according to the State of South Dakota Records Retention and Destruction Schedule rules for Municipalities with the following exceptions;

All current, original arrest reports, case reports, investigative reports and associated documents pertaining to police investigations, which have been imaged, will be housed in Records for up to three months from the date of the report. After imaged documents have been downloaded on a quarterly schedule to another media, the original hard-copy reports will be destroyed (re. SDCL 1-27-4).

2. Imaged documents are downloaded quarterly to another media. One backup copy is placed in the fire safe in the Administrative Section of Support Services. A Duplicate copy of these documents is maintained in a secure off-site location at the Pennington County Juvenile Services Center.
3. Other permanent records maintained by the Police Department may be destroyed, when permitted, consistent with South Dakota Administrative Rule 10:04:02 as directed in the South Dakota Records Retention and Destruction Schedules. Refer to the Retention and Destruction table for documents retention and destruction schedules in Appendix A of this chapter.
4. Definition of terms used in the Retention and Destruction Table:
 - a. **Activity:** Physical arrest within Pennington County. It is not necessary to determine activity outside of Pennington County, nor does activity refer to a non-physical arrest such as a traffic citation or a citation for a petty offense or non-traffic class 2 misdemeanors.
 - b. **Case Book:** The major Case Book produced in murders, attempted murders or other significant cases. If a Case Book does not exist then the retention requirement does not apply.
 - c. **Evidence Chain-of-Custody Forms:** Refers to the copy used by the Evidence Section to document the date and time the property was accepted, where it was stored, and signatures of those who viewed the evidence, or took custody of the evidence. Any additional documents, which may be attached to an Evidence Chain- of-Custody Form, will also be retained, imaged, or destroyed along with the Chain-of-Custody Form.
 - d. **Imaged Report:** A document transferred into an electronic, searchable and reproducible format, which replaces the original hard-copy document.
 - e. **Information:** Any new documentation about an individual's association with a street gang. The information may be an admission, a new tattoo or body brand, flashing of gang sins, clothing articles, uncollaborated third party information about the subject's gang affiliation, or other details outlined in the gang classification form in the file.
 - f. **Quarterly:** Once every three months, up to four times in a year. The Original Report remains the original report only until the Imaged version is downloaded quarterly and backed-up.

POLICY NO: 761-02	SUBJECT: Records Repository and Retention	PAGE NO. 5 OF 8
-----------------------------	---	---------------------------

- g. **Permanently:** Long-term storage on electronic media. The imaged document becomes the original report.

Appendix A

FORM	DESTRUCTION SCHEDULE - ORIGINALS	IMAGED REPORT RETENTION PERIOD	SECTION
ACCIDENT REPORT - SHORT FORM	QUARTERLY	PERMANENTLY	RECORDS
ACCIDENT REPORT - STATE FORM	QUARTERLY	PERMANENTLY	RECORDS
ARREST REPORT - ADULT	QUARTERLY	PERMANENTLY	RECORDS
ARREST REPORT - JUVENILE	QUARTERLY	PERMANENTLY	RECORDS
BICYCLE REPORT	QUARTERLY	PERMANENTLY	RECORDS
CASE REPORT	QUARTERLY	PERMANENTLY	RECORDS
CITIZEN'S ARREST FORM	QUARTERLY	PERMANENTLY	RECORDS
DEATH INVESTIGATION CHECKLIST	QUARTERLY	PERMANENTLY	RECORDS
DOMESTIC VIOLENCE FORM	QUARTERLY	PERMANENTLY	RECORDS
DRUG DATA COLLECTION FORM	QUARTERLY	PERMANENTLY	RECORDS
EVIDENCE CHAIN-OF-CUSTODY FORMS - ANY PROPERTY / EVIDENCE STILL IN CUSTODY	RETAIN ORIGINALS UNTIL ALL PROPERTY / EVIDENCE IS RELEASED OR DESTROYED	NA	EVIDENCE
EVIDENCE CHAIN-OF-CUSTODY FORMS - ALL PROPERTY / EVIDENCE IS RELEASED OR DESTROYED - ORIGINALS	RETAIN ORIGINALS FOR TEN YEARS AFTER THE DATE OF FINAL DISPOSITION OF PROPERTY THEN IMAGE	NA	EVIDENCE
EVIDENCE CHAIN-OF-CUSTODY FORMS - ALL PROPERTY / EVIDENCE IS RELEASED OR DESTROYED - IMAGED	QUARTERLY	PERMANENTLY	RECORDS
EVIDENCE INVENTORY FORMS	QUARTERLY	PERMANENTLY	RECORDS
FIELD INTERVIEW CARDS - IMAGED	QUARTERLY	PERMANENTLY	RECORDS
FIELD INTERVIEW CARDS - NOT IMAGED	2 YEARS AFTER DATE OF FI	NA	RECORDS

POLICY NO:

761-02

SUBJECT:

Records Repository and Retention

PAGE NO.

7 OF 8

FORM	DESTRUCTION SCHEDULE - ORIGINALS	IMAGED REPORT RETENTION PERIOD	SECTION
FINGERPRINT CARDS - ADULT FELONY	UNTIL SUBJ. IS AGE 75 AND NO NEW VIOLATION SINCE AGE 65	NA	EVIDENCE
FINGERPRINT CARDS - ADULT MISDEMEANOR	10 YEARS IF NO NEW ACTIVITY	NA	EVIDENCE
FINGERPRINT CARDS - ADULT OTHER	DESTROY: 1) IF OFFENSE IS NO LONGER A CRIME; OR 2) IF SUBJ. IS DECEASED, UNLESS VICTIM OF HOMICIDE THEN TRANSFER TO CASE BOOK	NA	EVIDENCE
FINGERPRINT CARDS - JUVENILE FELONY	UNTIL SUBJ. IS AGE 75 AND NO NEW VIOLATION SINCE AGE 65	NA	EVIDENCE
FINGERPRINT CARDS - JUVENILE MISDEMEANOR	10 YEARS IF NO NEW ACTIVITY	NA	EVIDENCE
FINGERPRINT CARDS - JUVENILE OTHER	DESTROY: 1) IF OFFENSE IS NO LONGER A CRIME; OR 2) IF SUBJ. IS DECEASED, UNLESS VICTIM OF HOMICIDE THEN TRANSFER TO CASE BOOK	NA	EVIDENCE
FINGERPRINT CARDS - JUVENILE STATUS OFFENSE	DESTROY WHEN SUBJ. REACHES THE AGE OF MAJORITY (AGE 18)	NA	EVIDENCE
GANG INTELLIGENCE FILES - AT RISK	2 YEARS IF NO NEW INFORMATION	NA	GANG TASK FORCE
GANG INTELLIGENCE FILES - ACTIVE	5 YEARS IF NO NEW INFORMATION	NA	GANG TASK FORCE
INFORMATION ITEMS	QUARTERLY	PERMANENTLY	RECORDS
INVESTIGATIVE FOLLOW-UP REPORTS	QUARTERLY	PERMANENTLY	RECORDS
JUVENILE CITATIONS	QUARTERLY	PERMANENTLY	RECORDS
NO PROSECUTION RELEASE	QUARTERLY	PERMANENTLY	RECORDS

EFFECTIVE: 05-05-11

POLICY NO:

761-02

SUBJECT:

Records Repository and Retention

PAGE NO.

8 OF 8

FORM	DESTRUCTION SCHEDULE - ORIGINALS	IMAGED REPORT RETENTION PERIOD	SECTION
NOTIFICATION OF CHILD(REN) TAKEN INTO PROTECTIVE CUSTODY	QUARTERLY	PERMANENTLY	RECORDS
PERMISSION TO SEARCH FORM	QUARTERLY	PERMANENTLY	RECORDS
RELEASE FROM LIABILITY FORM	QUARTERLY	PERMANENTLY	RECORDS
SEX OFFENDER FORMS	RETAIN FOR LIFE OF OFFENDER	NA	CID
SUPPLEMENT REPORTS ATTACHED TO CASE REPORTS	QUARTERLY	PERMANENTLY	RECORDS
TELETYPES - IMAGED	QUARTERLY	PERMANENTLY	RECORDS
TOWED / IMPOUNDED VEHICLE FORMS	QUARTERLY	PERMANENTLY	RECORDS
UNIFORM SUMMONS AND COMPLAINT	QUARTERLY	PERMANENTLY	RECORDS
USE OF FORCE REPORT	QUARTERLY	PERMANENTLY	RECORDS
WARNING TICKETS	QUARTERLY	PERMANENTLY	RECORDS