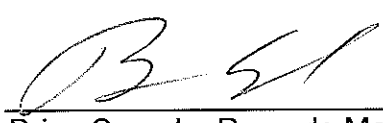
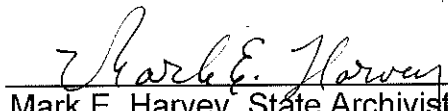


GENERAL SCHEDULE #11 – Local Law Enforcement Agencies

This Retention and Disposal Schedule covers records that are commonly found in Local Law Enforcement Agencies. The records that are described on the attached pages are deemed necessary (1) for the continued effective operations of Michigan government, (2) to constitute an adequate and proper recording of its activities, and (3) to protect the legal rights of the government of the State of Michigan and of the people. We, the undersigned, believe that this schedule meets the administrative, legal, fiscal and archival requirements of the State of Michigan.


Lori Hinkley, President
Law Enforcement Records Management Association (LERMA) 5.3.17
(Date)


Brice Sample, Records Manager
Department of Technology, Management & Budget, Records Management Services 5/8/17
(Date)


Mark E. Harvey, State Archivist
Department of Natural Resources, Archives of Michigan 5/30/17
(Date)

APPROVED
State Administrative Board 6.13.2017
(Date)

State of Michigan
Records Management Services
General Retention Schedule #11

Item #	Series Title	Series Description	Retention Period	Approval Date
0.INTRO -	Introduction	This schedule applies to law enforcement at all levels of local government, including counties, cities, townships, villages, tribal, colleges/universities, etc. Records Division: 11.001 - 11.060 Administration Division: 11.100 - 11.150 County Jail Division: 11.200 - 11.224		
11.001 -	Abandoned Vehicle Notice	These records document vehicles that are abandoned/impounded. They may include, but may not be limited to, photographs, data describing the vehicle, TR-52 "Notice of Abandoned Vehicle" forms, and requests from wrecker companies. (MCL 257.252b)	RETAIN UNTIL: Calendar year ends PLUS: 2 years THEN: Destroy	08/02/2005
11.002 -	Accident Reports	These records document accidents reported to the Michigan State Police either electronically or on the UD-10 "Uniform Traffic Crash Report" form. (MCL 257.622)	RETAIN UNTIL: Calendar year ends PLUS: 3 years THEN: Destroy	08/02/2005
11.003 -	Animal Control	These records document activity associated with animal control. They may include, but may not be limited to, transactions, receipts, complaints, desk logs, euthanasia logs, research animal logs, road logs, stray animal logs, tranquilizer logs, warning notices, waivers, wildlife logs, and ledgers from money collected through licenses and fines.	RETAIN UNTIL: Calendar year ends PLUS: 7 years THEN: Destroy	08/02/2005
11.004 -	Animal Control - Citations	These records document the issuance of animal control citations. If the citation is not paid, these records are passed on to the district court so a warrant or fine can be issued.	RETAIN UNTIL: Calendar year ends PLUS: 3 years THEN: Destroy	08/02/2005
11.005 -	Animal Control - Dog License Data	This database tracks dog licenses. Data may include, but may not be limited to, money paid, license number, dog name, dog history, owner name and contact information.	RETAIN UNTIL: Calendar year ends PLUS: 7 years THEN: Destroy	08/02/2005
11.006 -	Animal Control - Return to Owner Records	These records document the return of animals to owners. They are used to validate the amount of a fine, based on the number of pickups. They may include, but may not be limited to, the name, date, and address of animal owner.	RETAIN UNTIL: Calendar year ends PLUS: 1 year THEN: Destroy	08/02/2005
11.009 -	Arrest/Detention Log Data	These records identify people who were arrested. They may include, but may not be limited to, names, dates, charges, and disposition.	RETAIN UNTIL: Calendar year ends PLUS: 5 years THEN: Destroy	06/13/2017
11.010	Blood Alcohol Content (BAC) Logs	These records document the evidentiary breath test that is administered to a suspect. They do not document preliminary tests.	RETAIN UNTIL: Calendar year ends PLUS: 3 years THEN: Destroy	06/13/2017

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Item #	Series Title	Series Description	Retention Period	Approval Date
11.011 -	Background Checks	These records document background checks that are used to determine if an individual has committed any previous crimes.	RETAIN UNTIL: Calendar year ends PLUS: 1 year THEN: Destroy	08/02/2005
11.012 -	Bicycle Registrations	These records are used to recover stolen bicycles. They may include, but may not be limited to, the owner name, contact information, bicycle description, serial number, and registration tag number.	RETAIN UNTIL: Calendar year ends PLUS: 5 years THEN: Destroy	08/02/2005
11.013 -	Cab Records	These records document licenses that are issued to oversized vehicles. The licenses grant permission to move throughout the community for a maximum of 1 year.	RETAIN UNTIL: Calendar year ends PLUS: 2 years THEN: Destroy	08/02/2005
11.014 -	Complaint Log Data	These records document the tracking of incidents. They may include, but may not be limited to, incident numbers, date, time, names, location, and nature of crime.	RETAIN UNTIL: Calendar year ends PLUS: 2 years THEN: Destroy	08/02/2005
11.015 -	Computer Aided Dispatch (CAD) Log Data	These records document the dispatch of officers for incidents. They may include, but may not be limited to, incident type, who responded, incident number generated, and date and time.	RETAIN UNTIL: Calendar year ends PLUS: 2 years THEN: Destroy	08/02/2005
11.016 -	Field Contact Information	These records document individuals who are involved in suspicious activities. They may include, but may not be limited to, names, date, and activity or charge.	RETAIN UNTIL: No longer of reference value THEN: Destroy	06/13/2017
11.017 -	Discovery Orders	These records document discovery orders submitted by attorneys for information related to cases.	RETAIN UNTIL: Calendar year ends PLUS: 1 year THEN: Destroy	08/02/2005
11.018 -	Evidence Property Log Data	These records document what has come into, and left, the evidence storage area. They may include, but may not be limited to, the receipt number, case number, and complaint number.	RETAIN UNTIL: Related incident report is destroyed	06/13/2017
11.019 -	Expunged Records Information	These records document what records were expunged. They may include, but may not be limited to the name, charge, date, and correspondence.	RETAIN UNTIL: Calendar year ends PLUS: 3 years THEN: Destroy	08/02/2005

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Item #	Series Title	Series Description	Retention Period	Approval Date
11.020 -	Extradition Packets	These records document the extradition of a suspect or prisoner to a different jurisdiction.	RETAIN UNTIL: Calendar year ends PLUS: 10 years THEN: Destroy	08/02/2005
11.021 -	Federal Firearms License (FFL) Applications	These records document who applied for a federal firearms license. They are completed by licensed firearm dealers and forwarded to the federal government. They may include, but may not be limited to, "snaps out" of the registration form (ATF-Form 8 part II), and supporting documentation.	RETAIN UNTIL: Dealer license is no longer in force THEN: Destroy	08/02/2005
11.022 -	Fingerprint Records	<p>These records document fingerprints that are collected. They may include, but may not be limited to, Arrest/Fingerprint Cards (RI-07) that are used to submit fingerprints to the Michigan State Police pursuant to P.A. 289 of 1925, and other laws.</p> <p><i>NOTE: Michigan State Police (MSP) is the official recordkeeper for fingerprints. The fingerprints retained by local law enforcement agencies should be convenience copies, and they can be destroyed in compliance with General Schedule #1. If an agency has fingerprints that are not duplicates of records maintained by MSP, please contact the Biometric and Identification Division.</i></p>	See note.	06/13/2017
11.023 -	Freedom of Information Act (FOIA) Requests	These records document requests for information or public records. They may include, but may not be limited to, requests for information, correspondence, a copy of the information released, and billing information.	RETAIN UNTIL: Request is filled PLUS: 1 year THEN: Destroy	06/13/2017
11.024 -	Gem Dealer Information	These records document the registration of dealers of precious metal or gems in compliance with P.A. 95 of 1981. They may include registration documents, supply transaction information regarding sales to police agencies, etc. MCL 445.484 authorizes destruction of the transaction records after 1 year, if there is no investigation on the precious items involved in the transaction.	RETAIN UNTIL: Calendar year ends PLUS: 1 year THEN: Destroy	08/02/2005
11.025 -	Identification Data and Images	These records document individuals whose identity is verified by local law enforcement. They may include, but may not be limited to, fingerprints and photographs of the individuals.	RETAIN UNTIL: Related incident report is destroyed	06/13/2017

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Item #	Series Title	Series Description	Retention Period	Approval Date
11.026A -	Incident Files - Non-Criminal (supersedes item #11.007, 11.008, 11.010)	These records document non-criminal incidents. They are typically filed according to the number assigned by the central dispatch. They may include, but may not be limited to, arrest records, Uniform Traffic Crash Reports (UD-10), computer printouts, written reports, statements, photos, negatives, crime lab reports, copies of warrants, affidavit of warrant, Breath, Blood, Urine Test Reports (DI-177), Refusal to be Tested forms (DI-93), LEIN breath entry, Blood Alcohol Content reports, Blood Alcohol Content Data Master, supplemental reports, court disposition, receipts, OUIL cost recovery, case logs, discovery request, attorney request, affidavit for search warrants, liquor inspection reports, Property/Evidence Inventory Form, driver re-exam requests, diagrams, and interrogation video recordings. Classification is assigned according to what the person was charged with doing, not what they pled to.	RETAIN UNTIL: Incident file is opened PLUS: 3 years THEN: Destroy	06/13/2017
11.026B -	Incident Files - Misdemeanor (supersedes item #11.007, 11.008, 11.010)	These records document misdemeanor incidents. They are typically filed according to the number assigned by the central dispatch. They may include, but may not be limited to, arrest records, Uniform Traffic Crash Reports (UD-10), computer printouts, written reports, statements, photos, negatives, crime lab reports, copies of warrants, affidavit of warrant, Breath, Blood, Urine Test Reports (DI-177), Refusal to be Tested forms (DI-93), LEIN breath entry, Blood Alcohol Content reports, Blood Alcohol Content Data Master, supplemental reports, court disposition, receipts, OUIL cost recovery, case logs, discovery request, attorney request, affidavit for search warrants, homicide reports, liquor inspection reports, Property/Evidence Inventory Form, driver re-exam requests, diagrams, and interrogation video recordings. Classification is assigned according to what the person was charged with doing, not what they pled to.	RETAIN UNTIL: Incident file is opened PLUS: 7 years THEN: Destroy	06/13/2017

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Item #	Series Title	Series Description	Retention Period	Approval Date
11.026C -	Incident Files - Felony (supersedes item #11.007, 11.008, 11.010)	These records document felony incidents. They are typically filed according to the number assigned by the central dispatch. They may include, but may not be limited to, arrest records, Uniform Traffic Crash Reports (UD-10), computer printouts, written reports, statements, photos, negatives, crime lab reports, copies of warrants, affidavit of warrant, Breath, Blood, Urine Test Reports (DI-177), Refusal to be Tested forms (DI-93), LEIN breath entry, Blood Alcohol Content reports, Blood Alcohol Content Data Master, supplemental reports, court disposition, receipts, OUIL cost recovery, case logs, discovery request, attorney request, affidavit for search warrants, homicide reports, liquor inspection reports, Property/Evidence Inventory Form, driver re-exam requests, diagrams, and interrogation video recordings. Classification is assigned according to what the person was charged with doing, not what they pled to.	RETAIN UNTIL: Incident file is opened PLUS: 20 years THEN: Destroy	06/13/2017
11.026D -	Incident Files - Homicide/Felony CSC (supersedes item #11.007, 11.008, 11.010)	These records document homicide and criminal sexual conduct incidents. They are typically filed according to the number assigned by the central dispatch. They may include, but may not be limited to, arrest records, Uniform Traffic Crash Reports (UD-10), computer printouts, written reports, statements, photos, negatives, crime lab reports, copies of warrants, affidavit of warrant, Breath, Blood, Urine Test Reports (DI-177), Refusal to be Tested forms (DI-93), LEIN breath entry, Blood Alcohol Content reports, Blood Alcohol Content Data Master, supplemental reports, court disposition, receipts, OUIL cost recovery, case logs, discovery request, attorney request, affidavit for search warrants, homicide reports, liquor inspection reports, Property/Evidence Inventory Form, driver re-exam requests, diagrams, and interrogation video recordings. Classification is assigned according to what the person was charged with doing, not what they pled to.	RETAIN UNTIL: Incident file is opened PLUS: 110 years THEN: Destroy	06/13/2017
11.027 -	Intake/Release Property Records	These records document which personal property items were removed from an individual who is held by a city/township/village police agency prior to transfer to a county facility or release. They may include, but may not be limited to, personal history information.	RETAIN UNTIL: Calendar year ends PLUS: 1 year THEN: Destroy	08/02/2005
11.028 -	Juvenile Arrest Records & Fingerprint Cards	These records document juveniles who are arrested. They may include, but may not be limited to, a physical description of the youth, name, date of birth, date of emancipation, charge, disposition, photographs, fingerprints, court records, witness reports, and incident reports.	RETAIN UNTIL: Juvenile's 17th birthday THEN: Destroy	08/02/2005

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Item #	Series Title	Series Description	Retention Period	Approval Date
11.029 -	Letters of Clearance	These records are issued by an agency to a private citizen to document that they were not involved in criminal activity within the community.	RETAIN UNTIL: Calendar year ends PLUS: 1 year THEN: Destroy	08/02/2005
11.030 -	Liquor Inspection Records	These records document establishments that sell or serve liquor. They may include, but may not be limited to, quarterly inspection reports completed by officers pertaining to the named establishment.	RETAIN UNTIL: Calendar year ends PLUS: 3 years THEN: Destroy	08/02/2005
11.031 -	Liquor License Establishment Records	These records document monitoring of licenses issued to liquor establishments. They may include, but may not be limited to, liquor licenses issued by the Michigan Liquor Control Commission, drawings, background information, tax information, bank statements, birth certificates, LEIN printouts, I Chat responses, and Auto-Track reports.	RETAIN UNTIL: Establishment is no longer in business THEN: Destroy	08/02/2005
11.032 -	Miscellaneous Business Licenses	These records document businesses within a community that may be required by local ordinances to register with the agency. Examples include arcades, auction firms, massage facilities, spas, pawnshops, car shops, etc.	RETAIN UNTIL: Establishment is no longer in business PLUS: 1 year THEN: Destroy	08/02/2005
11.033 -	Officer Dailies	These records document the daily activity of road patrol and animal control officers.	RETAIN UNTIL: Calendar year ends PLUS: 3 years THEN: Destroy	08/02/2005
11.034 -	Officer's Monthly Activity Evaluation	These records document officer activity for the month. They are generated from information collected in the dailies completed by patrol officers.	RETAIN UNTIL: Calendar year ends PLUS: 2 years THEN: Destroy	08/02/2005
11.035 -	Pawn Shop Slips	These records document items received by pawn shops. They are submitted by pawnshops in compliance with P.A. 231 of 1945. They assist with the recovery of stolen material.	RETAIN UNTIL: Calendar year ends PLUS: 3 years THEN: Destroy	08/02/2005
11.036 -	Peddlers License Records	These records document citizens who sell door-to-door, and are used to verify an individual's legitimacy. They may include, but may not be limited to, background checks, and computer printouts.	RETAIN UNTIL: Calendar year ends PLUS: 1 year THEN: Destroy	08/02/2005
11.037 -	Personal Protection Orders (PPO)	These records document personal protection orders issued by the court.	RETAIN UNTIL: PPO expires THEN: Destroy	08/02/2005

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Item #	Series Title	Series Description	Retention Period	Approval Date
11.038A -	Photographs - Non-Criminal	These records document non-criminal incidents, including accidents. They may include, but may not be limited to, photographs of the incident scene, evidence, and mug shots.	RETAIN UNTIL: Incident file is opened PLUS: 3 years THEN: Destroy	06/13/2017
11.038B -	Photographs - Misdemeanor	These records document misdemeanor incidents, including crime scenes and accidents. They may include, but may not be limited to, photographs of the incident scene, evidence, and mug shots.	RETAIN UNTIL: Incident file is opened PLUS: 7 years THEN: Destroy	06/13/2017
11.038C -	Photographs - Felony	These records document felony incidents, including crime scenes and accidents. They may include, but may not be limited to, photographs of the incident scene, evidence, and mug shots.	RETAIN UNTIL: Incident file is opened PLUS: 20 years THEN: Destroy	06/13/2017
11.038D -	Photographs - Homicide/Felony CSC	These records document homicide and criminal sexual conduct incidents, including crime scenes and accidents. They may include, but may not be limited to, photographs of the incident scene, evidence, and mug shots.	RETAIN UNTIL: Incident file is opened PLUS: 110 years THEN: Destroy	06/13/2017
11.039 -	Pistol Purchase Permits/Registrations (obsolete)	These records document individuals who apply for a Pistol Purchase Permit and individuals who have applied/passed and purchased a pistol. They may include, but may not be limited to, copies of the RI-10 "Purchase Permit" that is forwarded onto Michigan State Police (MSP) for registration and permanent retention. MCL 28.422 requires that the RI-10 be kept for a period of 6 years by the local agency as the official record. These records may also include the RI-9 "Dealer Application & License to Purchase." As of January 7th, 2009 MCL 28.422a requires the RI-60 "Pistol Sales Record" to be kept for 6 years. These are not C.C.W. "Carrying Concealed Weapons" records. C.C.W. records are maintained by the County Clerk. The pistol test form should not be retained.	RETAIN UNTIL: Calendar year ends PLUS: 6 years THEN: Destroy	08/02/2005
11.040 -	Radio Logs	These records document calls that officers were dispatched on.	RETAIN UNTIL: Calendar year ends PLUS: 2 years THEN: Destroy	08/02/2005

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Item #	Series Title	Series Description	Retention Period	Approval Date
11.041 -	Records Management Database and Imaging System Data and Documents (supersedes item #11.042)	These records document incidents and activities handled by the law enforcement agency. They may include, but may not be limited to, information associated with case processing, accident processing, dispatch, gun permits, gun registration, wants/warrants, jacket processing, public safety inquiry, jail inquiry, incident reports, booking reports, jail reports, general orders, district court inquiries, subpoenas, tickets/citations, prisoner locations, non-inmate cash receipts, financial systems, case reporting, accident reporting, outstanding receipts, incident numbers, offense, officer, date, case disposition, location, property records, receipts, vehicle records, evidence logs, abandoned vehicles, administrative records, miscellaneous registrations, and permits. These systems may be linked to other systems, such as the L.E.I.N. or M.I.C.R. systems.	RETAIN: Data and documents in the system in compliance with the other items on this schedule that establish a retention period for the content OR, RETAIN: 110 years, whichever is sooner THEN: Destroy	06/13/2017
11.043 -	Roll Call Log	These records document who is on duty each day when roll call is taken.	RETAIN UNTIL: Calendar year ends PLUS: 5 years THEN: Destroy	08/02/2005
11.044 -	Roll Call Board	These records document which information was distributed to officers at the beginning of each shift.	RETAIN UNTIL: Calendar year ends PLUS: 2 years THEN: Destroy	08/02/2005
11.045 -	Salvaged Vehicle Report	These records document citizens who applied for a Salvaged Vehicle Title.	RETAIN UNTIL: Calendar year ends PLUS: 2 years THEN: Destroy	08/02/2005
11.046 -	Sex Offender Address Verification	These records document tracking of the location of sex offenders. They may include, but may not be limited to, Michigan Sex Offender Registration forms (DD-4) that are required by P.A. 295 of 1994 to register sex offenders. Information from the forms is entered into the L.E.I.N.	RETAIN: Only the most recent registrations THEN: Destroy previous registrations	08/02/2005
11.047 -	Skate Park Registrations	These records document skate park equipment like skateboards, roller blades, helmets, pads, etc. They may include, but may not be limited to, the owner's name, contact information, description of equipment, serial number and registration tag number.	RETAIN UNTIL: Calendar year ends PLUS: 5 years THEN: Destroy	08/02/2005
11.048 -	Special Transportation Permit	These records document the issuing of permits to allow a one-time movement of an oversized load/object. They expire after the date of the move. They may include, but may not be limited to, a description of what was moved, equipment, route, date, company name, and fees.	RETAIN UNTIL: Permit expires THEN: Destroy	08/02/2005

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Item #	Series Title	Series Description	Retention Period	Approval Date
11.049 -	Subpoenas	These records document subpoenas received to appear in court or requesting for information.	RETAIN UNTIL: Calendar year ends PLUS: 1 year THEN: Destroy	08/02/2005
11.050 -	Taxicab Permit Records (obsolete)	These records document the issuing of taxicab driver permits. They may include, but may not be limited to, applications, computer printouts, and background checks. <i>Note: Per MCL 257.2101 - 2153, transportation network companies, taxicabs, and certain limousines are now regulated by the Department of Licensing and Regulatory Affairs.</i>	RETAIN UNTIL: Permit is no longer active THEN: Destroy	08/02/2005
11.051 -	Temporary License Plate Records	These records document temporary license plates issued by the agency.	RETAIN UNTIL: Calendar year ends PLUS: 2 years THEN: Destroy	08/02/2005
11.052 -	Tickets/Citations	These records document traffic citations that are issued. They are filed by issuing officer and by year. They are used by the officer when reporting to court in response to the citation that was issued.	RETAIN UNTIL: Calendar year ends PLUS: 3 years THEN: Destroy	06/13/2017
11.053 -	Ticket/Citation Book Receipts	This records document the ticket/citation numbers for the book and the officer that it was assigned to.	RETAIN UNTIL: Calendar year ends PLUS: 3 years THEN: Destroy	06/13/2017
11.054 -	Ticket/Citation Logs	These records document the tickets that were issued. A copy is forwarded to the courts.	RETAIN UNTIL: Calendar year ends PLUS: 3 years THEN: Destroy	06/13/2017
11.055 -	Vehicle Lockout Waiver	These records document waivers signed by citizens that ask officers to unlock their vehicle, and releases the department from liability associated with any damage that may occur.	RETAIN UNTIL: Calendar year ends PLUS: 1 year THEN: Destroy	08/02/2005
11.056 -	Vehicle Impound/Release Records	These records document the release of vehicles that were impounded. They may include, but may not be limited to, the complaint number, vehicle, wrecker agent, and release information.	RETAIN UNTIL: Calendar year ends PLUS: 2 years THEN: Destroy	08/02/2005

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Item #	Series Title	Series Description	Retention Period	Approval Date
11.057 -	Audio and Video Recordings	These records document audio and/or video that is recorded using any type of device of routine surveillance/security, training, patrols, incidents, activities, red light violations, public space or crowd monitoring, etc. The recordings are cleared and re-used on a monthly basis. <i>Recordings that contain evidence of incidents are retained until the case is solved, closed and litigation ends.</i>	RETAIN UNTIL: Recording is created PLUS: 1 month THEN: Destroy	06/13/2017
11.058 -	Warrants	These records document warrants that were issued by the court/prosecutor. They may include, but may not be limited to, orders for release, protective conditions, case sheets, L.E.I.N. printouts, and Warrant/Vehicle Worksheets. They are active until the suspect is arrested or recalled by a court. They are used to verify LEIN entries when audited. After the individual is arrested they are forwarded to the arresting authority or prosecutor.	RETAIN UNTIL: Warrant is no longer active and no longer in L.E.I.N. THEN: Destroy	08/02/2005
11.059	Prescription Drug Destruction	These records document the weight of drugs received for destruction. They may include, but may not be limited to, the location, weight, activity dates, and people involved.	RETAIN UNTIL: Documents are created PLUS: 3 years THEN: Destroy	06/13/2017
11.060	Traffic Crash Release Acknowledgment	These records document when someone obtains a traffic crash report within 30 days of a crash.	RETAIN UNTIL: Calendar year ends PLUS: 2 years THEN: Destroy	06/13/2017
11.100 -	Accounts Receivable Records	These records document money received for restitution payments. They may include, but may not be limited to, transactions, and daily balances.	RETAIN UNTIL: Calendar year ends PLUS: 6 years THEN: Destroy	08/02/2005
11.101 -	Administrative Training Schedule	These records document in-house and external training. They may include, but may not be limited to, dates, course titles, and training hours the officer received.	RETAIN UNTIL: Calendar year ends PLUS: 5 years THEN: Destroy	08/02/2005
11.102 -	Alarm Billings	These records document the billing for alarms and false alarms that officers respond to. They may include, but may not be limited to, billings, statements, and receipts.	RETAIN UNTIL: Calendar year ends PLUS: 2 years THEN: Destroy	08/02/2005
11.103 -	Americans with Disabilities Act (A.D.A.) Files	These records document compliance with the Americans with Disabilities Act. They may include, but may not be limited to, employee medical records, criminal history checks, background checks, driving record, workers compensation information, disability information, and credit report.	RETAIN UNTIL: Employment ends PLUS: 3 years THEN: Destroy	08/02/2005

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Item #	Series Title	Series Description	Retention Period	Approval Date
11.104 -	Annual Reports	These records document annual reporting of activities and events.	PERMANENT	08/02/2005
11.105 -	Bank Statements	These records document money that was received and then deposited for preliminary breath tests, vehicle fines, bonds, etc.	RETAIN UNTIL: Calendar year ends PLUS: 6 years THEN: Destroy	08/02/2005
11.106 -	Bond Receipts	These records document the payment of bail bonds. The form is a 3-part document. 1 copy is issued to the bonder, 1 copy is forwarded to the courts, and the agency retains 1 copy. The form identifies the person's name, case number, charges, date, appearance information, amount of bail, etc.	RETAIN UNTIL: Calendar year ends PLUS: 1 year THEN: Destroy	08/02/2005
11.107 -	Budget Records	These records document the development of annual budgets. They may include, but may not be limited to, the amount that was requested and eventually approved, proposals, salary information, projected overtime reports, vehicle and equipment needs/assessments.	RETAIN UNTIL: Calendar year ends PLUS: 6 years THEN: Destroy	08/02/2005
11.108A -	Building Plans - Buildings Owned by the Law Enforcement Agency	These records document buildings that are owned by the law enforcement agency. They are used to construct and maintain buildings and other infrastructure. They may include, but may not be limited to, blueprints, building plans, drawing plans and diagrams of the office/jail.	RETAIN UNTIL: Building is destroyed, or transfer to the new owner if the building is sold THEN: Destroy	06/13/2017
11.108B	Building Plans - Buildings the Law Enforcement Agency Provides Security For	These records document buildings that the law enforcement agency may need to provide security/protection for. They may include, but may not be limited to, blueprints, building plans, security system information, and emergency plans.	RETAIN UNTIL: Superseded by new versions, or when security is no longer required THEN: Destroy	06/13/2017
11.109 -	Committee Records	These records documents internal committees associated with the office, such as the Awards Committee. They may include, but may not be limited to, membership lists, agendas, supporting documentation, minutes, and reports.	RETAIN UNTIL: Calendar year ends PLUS: 2 years THEN: Destroy	08/02/2005
11.110 -	Complaints - Citizens	These records document any complaints filed by citizens against an officer. They may include, but may not be limited to, date, citizen information, description of the incident, and action taken (if any).	RETAIN UNTIL: Calendar year ends PLUS: 2 years THEN: Destroy	08/02/2005
11.111 -	Complaints - Internal	These records document internal incidents that involve officers. They may include, but may not be limited to, date, people involved, and action taken (if any).	RETAIN UNTIL: Calendar year ends PLUS: 2 years THEN: Destroy	08/02/2005

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Item #	Series Title	Series Description	Retention Period	Approval Date
11.112 -	Contracts	These records document agreements between the agency and anyone else. They are used for various services including, but not limited to, jail housing, medical examiners, jail doctors, medical personnel, police services, students, union labor, training and vendors.	RETAIN UNTIL: Contract expires PLUS: 6 years THEN: Destroy	08/02/2005
11.113 -	Correspondence (supersedes item #11.114)	These records document communication between staff members within the department, correspondence with outside groups, generally inquiries from the public or other government agencies, etc. This correspondence does not relate to specific incidents or initiatives. This correspondence is arranged chronologically or by correspondent name, and it is not filed in topical files or case files.	RETAIN UNTIL: Calendar year ends PLUS: 2 years THEN: Destroy	08/02/2005
11.115 -	General Orders and Policies	These records document internal policies, general orders and department orders issued by the Sheriff/Chief. They may include, but may not be limited to, official bulletins that are used to convey information to the administrative staff, deputies, officers and jail staff.	PERMANENT	08/02/2005
11.116 -	Disposition of Department Property/Equipment	These records document equipment/property donated or disposed of with a value over \$500.00.	RETAIN UNTIL: Item is disposed of PLUS: 5 years THEN: Destroy	08/02/2005
11.117 -	Drug Forfeiture Records	These records document the seizure of property related to drug traffic/offenses, pursuant to MCL 333.7524. They may include, but may not be limited to, descriptions of what was seized, titles, deeds, and disposition of the item(s).	RETAIN UNTIL: Calendar year ends PLUS: 7 years THEN: Destroy	08/02/2005
11.118A -	Grant Records - Received	These records document grants that the law enforcement agency received. They may include, but may not be limited to, applications, financial reports, progress reports, final reports, and supporting documentation.	RETAIN UNTIL: Grant is closed by the grantor PLUS: 7 years THEN: Destroy	08/02/2005
11.118B	Grant Records - Denied	These records document grants that the law enforcement agency applied for, but were denied. They may include, but may not be limited to, applications, and supporting documentation.	RETAIN UNTIL: Grant is denied PLUS: 1 year THEN: Destroy	06/13/2017
11.119 -	Grievance Files	These records document grievances filed against union contracts.	RETAIN UNTIL: Calendar year ends PLUS: 7 years THEN: Destroy	08/02/2005

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Item #	Series Title	Series Description	Retention Period	Approval Date
11.120 -	Job Applications-Not Interviewed/Not Hired	These records document individual job applicants who were not interviewed. They may include, but may not be limited to, resumes, applications, and supporting documentation.	RETAIN UNTIL: Calendar year ends PLUS: 1 year THEN: Destroy	08/02/2005
11.121 -	Job Applications-Interviewed/Not Hired	These records document individual job applicants who were interviewed, but not hired. They may include, but may not be limited to, resumes, applications, and supporting documentation.	RETAIN UNTIL: Calendar year ends PLUS: 2 years THEN: Destroy	08/02/2005
11.122 -	Invoices - Original	These records document invoices that are generated by the department for false alarms, inmate meals, police contract services, overtime, licenses, etc.	RETAIN UNTIL: Calendar year ends PLUS: 6 years THEN: Destroy	08/02/2005
11.123 -	Job Descriptions	These records document job classification systems and positions. They may include, but may not be limited to, research, surveys, or reviews done to create job descriptions, as well as job classifications and selection criteria, etc. Job descriptions may include a summary of responsibilities, functions, applicant requirements, salary and benefit classifications.	RETAIN UNTIL: Job description is superseded THEN: Destroy	08/02/2005
11.124 -	Litigation Files	These records document litigation to which the department or an officer is a party. They may include, but may not be limited to, depositions, transcripts, decisions, correspondence, data, exhibits, research materials, reports, press releases, and media clippings.	RETAIN UNTIL: Case is closed PLUS: 10 years THEN: Destroy	08/02/2005
11.125 -	Mutual Aid Agreements	These records document agreements executed between the department and other agencies to provide mutual support as needed during a crisis or emergency.	RETAIN UNTIL: Agreement ends PLUS: 10 years THEN: Destroy	08/02/2005
11.126 -	Officer Field Training Observations (FTO)	These records document a new officer's training period, such as performance, areas needing improvement during their probation period after being hired, etc. They may include, but may not be limited to, dailies, daily observations, weekly summaries, road logs, tickets, UD-10's, case reports, warrants, and property receipts.	RETAIN UNTIL: Probation period ends PLUS: 2 years THEN: Destroy	08/02/2005
11.127 -	Official Bulletins	These records document internal bulletins that are used to distribute information. Departments receiving the bulletins must sign to acknowledge receipt. These are reviewed annually to determine if they should become a Department Order or Policy.	RETAIN UNTIL: Calendar year ends PLUS: 2 years THEN: Destroy	08/02/2005

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11.128 -	Outside Employment Form	These records document employees who have a second job. It is authorized by the agency and used to identify any conflicts of interest.	RETAIN UNTIL: Employment ends THEN: Destroy	08/02/2005
11.129 -	Overtime Equalization Records	These records document overtime used/submitted by officers. It is used to resolve any immediate issues with pay.	RETAIN UNTIL: Calendar year ends PLUS: 2 years THEN: Destroy	08/02/2005
11.130 -	Payroll Timesheets	These records document timesheets that are completed and forwarded to the payroll office.	RETAIN UNTIL: Calendar year ends PLUS: 5 years THEN: Destroy	08/02/2005
11.131 -	Personnel Information Records	These records document summary information that is collected about employees. They may include, but may not be limited to, employee badge number, FOIA number, MITN number, phone number, address, seniority, hire date, termination date, and birthday.	RETAIN UNTIL: Employment ends THEN: Destroy	08/02/2005
11.132 -	Personnel Files	These records document the personnel transactions for each employee. They are used to record employee performance and remuneration, maintain current contact information, and keep track of employee benefits (including retirement). They may include, but may not be limited to, applications, awards, evaluations, training certificates, personal change forms, second job notifications, grievances, fingerprint cards, photo, and ID cards.	RETAIN UNTIL: Employment ends PLUS: 7 years THEN: Destroy	08/02/2005
11.133 -	Position Interview Questions	These records document interview questions that are associated with the job descriptions. They are updated as the job descriptions are updated. The questions are used in the interview process to assure the same questions are asked to all candidates.	RETAIN UNTIL: Questions are superseded THEN: Destroy	08/02/2005
11.134 -	Promotional Results	These records document testing that qualifies officers for promotion. They may include, but may not be limited to, test scores, test sheets, order of ranking, and results of offsite testing.	RETAIN UNTIL: Test is no longer active THEN: Destroy	08/02/2005
11.135 -	Receipt Books	These records document money received for preliminary breath tests, vehicle fines, bonds, etc.	RETAIN UNTIL: Calendar year ends PLUS: 6 years THEN: Destroy	08/02/2005

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Item #	Series Title	Series Description	Retention Period	Approval Date
11.136 -	Ride Along Waiver	This is a waiver of liability signed by a citizen who rides with the deputies. It is used to document the date and the name of the person who participated.	RETAIN UNTIL: Calendar year ends PLUS: 1 year THEN: Destroy	08/02/2005
11.137 -	Training Bulletins	These records document notifications to a department or officers that they are scheduled for upcoming training.	RETAIN UNTIL: Calendar year ends PLUS: 2 years THEN: Destroy	08/02/2005
11.138 -	Training Files	These records document the training that officers received. They may include, but may not be limited to, training schedules, certificates, course descriptions, and receipts.	RETAIN UNTIL: Employment ends PLUS: 7 years THEN: Destroy	08/02/2005
11.139 -	Training Fund	These records document money available and spent from the training fund.	RETAIN UNTIL: Calendar year ends PLUS: 5 years THEN: Destroy	08/02/2005
11.140 -	Unclaimed Monies	These records document unclaimed money that is transferred to the treasury. It is deposited into the general fund.	RETAIN UNTIL: Calendar year ends PLUS: 6 years THEN: Destroy	08/02/2005
11.141 -	Uniform Crime Reports	These records document crime statistics and other information that is generated by the Michigan State Police.	RETAIN UNTIL: Calendar year ends PLUS: 6 years THEN: Destroy	08/02/2005
11.142	Calendars	These records document an employee's work schedule, activities and tasks. They may include, but may not be limited to, automated or manual planners and calendars.	RETAIN UNTIL: Event takes place PLUS: 2 years THEN: Destroy	06/13/2017
11.143	Livery Program Records	These records document inspections of boat liveries that are conducted annually on behalf of the Department of Natural Resources, Law Enforcement Division. They may include, but may not be limited to, applications, inspection worksheets, correspondence, and supporting documentation.	RETAIN UNTIL: Calendar year ends PLUS: 7 years THEN: Destroy	06/13/2017
11.144	Equipment Maintenance Records	These records document the maintenance of equipment used by law enforcement agency. They may include, but may not be limited to, manuals, calibration documentation, repair documentation, information about replacement parts and supplies, and supporting documentation.	RETAIN UNTIL: Equipment is no longer is use THEN: Destroy	06/13/2017

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Item #	Series Title	Series Description	Retention Period	Approval Date
11.145	Transitory Records	These records document the activities of an agency or employee, but have temporary value and do not need to be retained once their intended purpose has been fulfilled. These records are not an integral part of administrative or operational activities, are not required to sustain administrative or operational functions, are not regularly filed in a standard recordkeeping system, are not required to meet statutory obligations, and are recorded only for the time required for the completion of actions. Examples of transitory records include routine requests for information that require no: administrative action, policy decision, special compilation or research. They may include, but may not be limited to, requests to order supplies, and reminders for an upcoming meeting.	RETAIN UNTIL: Activity is completed THEN: Destroy	06/13/2017
11.146	Administrative Subject Files	These records document various topics, issues, projects or activities that an agency/employee is involved in. Subject files are generally organized alphabetically by topic. They may include, but may not be limited to, topical reference files about issues, strategic planning files for the agency or specific initiatives, and special project files. Document types may include topical correspondence, memoranda, reports, research, articles, meeting notes, and related background materials. Subject files do NOT include case files, human resource files, accounting records and other specific function-based records.	RETAIN UNTIL: Topic is closed PLUS: 5 years THEN: Destroy	06/13/2017
11.147	Meeting Records - Public Bodies	These records document the official activities of public bodies that are subject to the provisions of the Open Meetings Act, such as governing boards, community advisory bodies, etc. They include, but may not be limited to, meeting minutes, agendas, recordings, and documentation reviewed and considered for decision-making during the meeting. Note: recordings may be destroyed after the meeting minutes are approved.	PERMANENT	06/13/2017
11.148	Meeting Records - Staff Meetings	These records document internal staff meetings. They may include, but may not be limited to, agendas, minutes, and handouts.	RETAIN UNTIL: Calendar year ends PLUS: 2 years THEN: Destroy	06/13/2017
11.149	Visitor Logs	These records document individuals who visited the facility who are not employees. They may include, but may not be limited to, sign in/out sheets or other records that contain the visitor's name, and date/time of arrival and departure.	RETAIN UNTIL: Calendar year ends PLUS: 2 years THEN: Destroy	06/13/2017

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Item #	Series Title	Series Description	Retention Period	Approval Date
11.150	Facility Access Data	These records document employees who used a badge or key card to access a building or other type of facility. Data may include, but may not be limited to, location that was accessed, employee information, and date/time of access.	RETAIN UNTIL: Calendar year ends PLUS: 2 years THEN: Destroy	06/13/2017
11.200 -	Jail - Booking Center Log	These records document jail inmate counts.	RETAIN UNTIL: Calendar year ends PLUS: 7 years THEN: Destroy	08/02/2005
11.201 -	Jail - Check Logs	These records document the hourly checks performed by correction officers to confirm inmate counts and location.	RETAIN UNTIL: Calendar year ends PLUS: 4 years THEN: Destroy	08/02/2005
11.202 -	Jail - Daily Count Summary	These records document the hourly check log that verifies inmate counts.	RETAIN UNTIL: Calendar year ends PLUS: 1 year THEN: Destroy	08/02/2005
11.203 -	Jail - Daily Work Schedules	These records document the actual time worked by jail deputies.	RETAIN UNTIL: Calendar year ends PLUS: 3 years THEN: Destroy	08/02/2005
11.204A -	Jail - Facility Management Data	These records document jail security monitoring by corrections officers. They may include, but may not be limited to, door activity, inmate activity, and inmate movement throughout the facility.	RETAIN UNTIL: Calendar year ends PLUS: 25 years THEN: Destroy	08/02/2005
11.204B -	Jail - Facility Management Video	These records document jail security monitoring by corrections officers. They may include, but may not be limited to, audio and video monitoring of inmates and the facility. Recordings are typically rotated every 30 days, unless an incident occurs that would require the media to be pulled from rotation during an investigation.	RETAIN UNTIL: Recording is created PLUS: 1 month THEN: Destroy	08/02/2005
11.205 -	Jail - Housing Report	These records document the count of inmates who are housed in the jail.	RETAIN UNTIL: Calendar year ends PLUS: 1 year THEN: Destroy	08/02/2005

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Item #	Series Title	Series Description	Retention Period	Approval Date
11.206 -	Jail - Incidents	These records document incidents inside the jail. They include, but may not be limited to, incident numbers, what happened, when, and disciplinary action taken.	RETAIN UNTIL: Calendar year ends PLUS: 10 years THEN: Destroy	08/02/2005
11.207 -	Jail - Inmate Bank Reconciliation Statements	These records document bank accounts for inmates. They are used to reconcile accounts for charges associated with housing costs. They include, but may not be limited to, bank statements.	RETAIN UNTIL: Calendar year ends PLUS: 6 years THEN: Destroy	08/02/2005
11.208 -	Jail - Inmate Claim for Reimbursement of Booking Fee	These records document the process of returning money collected for the booking fee, if the accused was found to be innocent.	RETAIN UNTIL: Calendar year ends PLUS: 6 years THEN: Destroy	08/02/2005
11.209 -	Jail - Inmate Hygiene Kit Log	These records document that the inmate received his/her personal hygiene kit.	RETAIN UNTIL: Calendar year ends PLUS: 1 year THEN: Destroy	08/02/2005
11.210 -	Jail - Inmate Jackets	These records document inmates of the jail. They may include, but may not be limited to, intake records, booking cards, medical review information, mug shots, classification documents, classification review documents, defendant's sentencing record, orientation check sheets, medical and financial release forms, primary classification, inmate property release forms, transfer to prison, official court documents, inmate release forms, arrest cards, writ papers, visitation authorizations, weekend work agreements, time cards, commitments, library requests, correspondence, incidents, disciplinary action, bonds, mental health forms, kites, warrants, haircut requests, extradition paperwork, and Blood Alcohol Content reports. The records are filed by inmate number. If an inmate returns, they are re-issued the original number. Some folders may contain information about multiple arrests for the same individual.	RETAIN UNTIL: Inmate is released PLUS: 10 years THEN: Destroy	08/02/2005
11.211 -	Jail - Inmate Medical Records	These records document medical care received by jail inmates. They are created and maintained by the jail doctor. They may include, but may not be limited to, inmate release records, medical notes, health appraisals, medical questionnaires, medical sheets, medical requests, x-rays, test results, and prescriptions issued. All inmates are (re)evaluated when imprisoned. (MCL 333.16213)	RETAIN UNTIL: Calendar year ends PLUS: 7 years UNLESS: Permission is obtained from the patient to destroy sooner THEN: Destroy	10/30/2012

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Item #	Series Title	Series Description	Retention Period	Approval Date
11.212 -	Jail - Inmate Property Intake/Release Records	These records document personal property removed from an individual held in a county facility or released. They may include, but may not be limited to, personal history information.	RETAIN UNTIL: Calendar year ends PLUS: 1 year THEN: Destroy	08/02/2005
11.213 -	Jail - Inmate Receipts	These records document money that was received from inmates associated with bond fees, work release and weekender passes. They may include, but may not be limited to, receipts.	RETAIN UNTIL: Calendar year ends PLUS: 1 year THEN: Destroy	08/02/2005
11.214 -	Jail - Inmate Request Forms ("Kites")	These records document requests from inmates to the jail staff, and the response from the department.	RETAIN UNTIL: Calendar year ends PLUS: 2 years THEN: Destroy	08/02/2005
11.215 -	Jail - Inmate Social Security Information	These records document money that is received from social security for inmates. It is reported back to the federal government.	Destroy 10 years after the inmate is released.	08/02/2005
11.216 -	Jail - Inmate Trust Fund	These records document money that is spent/deposited by inmates into their own trust fund. They may include, but may not be limited to, commissary records, booking fees, invoices, daily balances, invoices indigent, haircut lists, check statements, voided checks, bond fees, weekly transaction statements, credit bureau housing fees, restitution payments, deposit books, and cleared checks.	RETAIN UNTIL: Calendar year ends PLUS: 6 years THEN: Destroy	08/02/2005
11.217 -	Jail - Inspections	These records document annual inspections of the jail that are conducted by the Michigan Department of Corrections.	RETAIN UNTIL: Calendar year ends PLUS: 1 year THEN: Destroy	08/02/2005
11.218 -	Jail - Jail Population Information System (JPIS) Reports	These records document monthly summaries that are produced from the Jail Population Information System (JPIS), a database that is owned by the Michigan Department of Corrections. JPIS is used to tabulate data from all counties on inmate counts, types of crimes, release information, and sentencing information.	RETAIN UNTIL: Calendar year ends PLUS: 2 years THEN: Destroy	08/02/2005
11.219 -	Jail - Midnight Counts	These records document the number of inmates admitted, released, males, females, and status of sent/unsent. They are submitted to the State of Michigan. They may include, but may not be limited to, both daily and monthly summaries.	RETAIN UNTIL: Calendar year ends PLUS: 2 years THEN: Destroy	08/02/2005

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Item #	Series Title	Series Description	Retention Period	Approval Date
11.220 -	Jail - Ministry Volunteer Applications	These records document people who volunteer their time to counsel inmates, such as AA counselors, clergy, etc. They include, but may not be limited to, signed waivers.	RETAIN UNTIL: Calendar year ends PLUS: 1 year THEN: Destroy	08/02/2005
11.221 -	Jail - Overtime Sign up Sheet	These records document overtime requests submitted by corrections officers. They may include, but may not be limited to, the officer's name, and date available.	RETAIN UNTIL: Calendar year ends PLUS: 2 years THEN: Destroy	08/02/2005
11.222 -	Jail - Pass on Books	These records document the hourly inmate counts and log each inmate's movement within the facility.	RETAIN UNTIL: Calendar year ends PLUS: 2 years THEN: Destroy	08/02/2005
11.223 -	Jail - Transmittal of Booking Fees	These records document the number of bookings that took place during a quarter. P.A. 124 of 2003 requires that \$2.00 of the \$12.00 fee that is collected for booking be submitted to the State of Michigan, and be deposited in a training fund. The records may include Local Corrections Officers Training Fund forms (4147), etc.	RETAIN UNTIL: Calendar year ends PLUS: 6 years THEN: Destroy	08/02/2005
11.224 -	Jail - Visitor Log	These records document individuals who enter the jail to visit an inmate or to perform a professional service, such as clergy, lawyers, maintenance workers, etc.	RETAIN UNTIL: Calendar year ends PLUS: 2 years THEN: Destroy	08/02/2005