

100-RICR-50-40-6

TITLE 100 – DEPARTMENT OF STATE

CHAPTER 50 – PUBLIC RECORDS ADMINISTRATION

SUBCHAPTER 40 – LOCAL GOVERNMENT RECORDS RETENTION SCHEDULES

PART 6 – MUNICIPAL POLICE DEPARTMENT RECORDS (LG6)

6.1 Purpose, Authority, Severability, and Destruction

6.1.1 Purpose

To establish the official retention, maintenance, and disposal requirements for a public record based upon any administrative, legal, fiscal, and/or historical value related to that record created or received by an agency, department, division, board, commission, office, or quasi-public corporation under any branch of State or local government which performs functions relating to government, or acts on behalf of a governmental agency, pursuant to law or relating to the transaction of public business.

6.1.2 Authority

This Regulation is promulgated pursuant to the authority granted in R.I. Gen. Laws Title 38 (“Public Records”), including expressly but without limitation R.I. Gen. Laws §§ 38-3-1 et seq.

6.1.3 Severability

If any provision of these Regulations or the application thereof to any Person or circumstances is held invalid by a court of competent jurisdiction, the validity of the remainder of the regulations shall not be affected thereby.

6.1.4 Destruction Review Procedure

Government employees should also consult with their administration to determine if any records eligible for destruction may be involved in current, pending, or anticipated litigation, any government investigation or regulatory proceeding, or request under the Access to Public Records Act. (Part 10-2 of this Chapter (Legal Records) and R.I. Gen. Laws Chapter 38-2)

LG6.1 Complaint

Official records maintained in the IMC or comparable systems may be maintained as digital records per R.I. Gen. Laws § 42-127.1-12 (Uniform Electronic Transaction Act).

LG6.1.1 Complaint Cards

Record of calls to police. Includes information on reporting party, location and nature of incident, time and dispatch information, and disposition.

Retention: Record copy may form part of other series; if not, retain five (5) years.

LG6.1.2 Complaint Report Files

Records complaint, report, and follow-up of incident. May include complaint report card, incident, accident, misdemeanor, felony, fraudulent check, missing person, domestic violence, supplemental, or other reports, consent to search, witness and Miranda rights statements, property records, arrest, court, processing, and disposition documents, and copies of records from arrest files.

LG6.1.2A Criminal Incidents

Retention: Retain until expiration of statute of limitations.

LG6.1.2B Non-Criminal Incidents

Retention: Retain three (3) years.

LG6.1.2C Motor-Vehicle Accidents (If Not Covered Under Other Categories)

Retention: Retain three (3) years.

LG6.1.2D Accidental or Unexplained Death

Retention: Permanent.

LG6.1.2E Missing Persons, Unsolved

Retention: Permanent.

LG6.1.3 Index to Complaints

Name and information on complainant, victim, location, nature of incident, and complaint report reference number. May include date, time, and dispatch details.

Retention: Purge with related LG6.1.2 (Complaint Report Files), when obsolete, or administrative value is lost.

LG6.1.4 Field Interrogation Cards

Name and identifying information on persons questioned in the field, location, comments and disposition. May include data on vehicle, NCIC checks. Used for informational and analysis purposes.

Retention: Retain five (5) years.

LG6.1.5 Administrative Car/Log Slips

Records time taken in additional activities and actions of officers such as court appearances, education, talks, assisting another officer, overtime.

Retention: Retain three (3) years.

LG6.1.6 Daily Log/Day Sheets

Compilation of complaints, time received, verification, officer number, unit sent, location of call, beat/tab, and summary. May include weather, names of staff off duty and type of leave, prisoners, and other data.

Retention: Retain five (5) years.

LG6.1.7 Daily Bulletin

Twenty-four (24) hour highlight of activity of a criminal or informational nature. May include date, time, location, beat/tab, MO/suspect or other information, amount of property loss, and complaint number.

Retention: Retain one (1) year.

LG6.1.8 Protective Orders

Protective orders are filed with the local police departments pursuant to R.I. Gen. Laws Chapters 15-15, 8-8.1, and 15-5 and include restraining orders, no contact orders, and temporary orders. (R.I. Gen. Laws § 15-5-19.1)

Retention: Retain one (1) year from expiration.

Note: Original records of restraining orders are kept by the issuing court and are filed with the Office of the Attorney

General relative to R.I. Gen. Laws § 12-29-8.1.
Restraining order no-contact order system (R.O.N.C.O.).

LG6.1.9 Trespass Orders/Notices

Orders issued prohibiting trespass of an individual in a specific place or location. Order includes complainant named and signature, defendant name and signature and officer serving notice. May be renewed after one (1) year.

Retention: Retain one (1) year after issuance.

See Also: If the trespass order/notice is part of active litigation, it must be maintained in accordance with GRS2.1 (Case Files).

LG6.2 Dispatch

LG6.2.1 Radio/Dispatch Log

Records date, time, address, type of call, officer/car number.

Retention: Retain three (3) years.

LG6.2.2 Dispatch Tapes/Recordings

Audio tapes/digital files of calls received and dispatch instructions.

Retention: Retain thirty (30) days.

LG6.2.3 Dispatch Tape Control Log

Records tape number/digital file, date/time started, dispatcher number, and comments.

Retention: Retain three (3) years.

LG6.2.4 Towed Vehicle Log

Records for each vehicle, date and time, vehicle information, officer, locations towed from and to, complaint number, and release information.

Retention: Retain one (1) year after all releases recorded.

LG6.2.5 Vehicle Survey Reports

Completed report that allows the police department to take possession of an abandoned motor vehicle as per R.I. Gen. Laws § 31-42-2. May include attached supporting documentation such as copies of notices to

registered owners(s) and lienholders(s), receipts of registered mail/return receipt requested, undeliverable mail and copies of newspaper notices. (R.I. Gen. Laws § 31-42-3)

Retention: Retain three (3) years after disposition of vehicle and completion of all applicable audits.

LG6.3 Patrol

LG6.3.1 Assignment/Log Schedule

Daily roster for work/shift. May include officers' names, beats, car numbers, equipment, activities, or duties assigned to each officer.

Retention: Retain three (3) years.

LG6.3.2 Vehicle Inspection Sheets

Records car number, mileage, date, and time in/out, checklist for vehicle and equipment inspection.

Retention: Retain three (3) years.

LG6.3.3 Officer/Cruiser Report Log

Records officer's daily activity. May include for each response, times, complaint information, and statistical and other summaries.

Retention: Retain three (3) years.

LG6.3.4 Accident Listings

Listing of motor vehicle accidents. May include complaint report number, date, time, verification code, location, operator(s) of vehicle(s), and registration number(s).

Retention: Retain until superseded, updated, or of no administrative value.

LG6.3.5 Operation C.A.T Registrations

Completed registration forms for the RI Operation C.A.T. Combat Auto Theft program.

Retention: Retain one (1) year after program discontinued.

LG6.3.6 Body Camera and Dash Camera Recordings

This series covers the retention for recordings made from body cameras worn by police and dash camera units mounted in police vehicles. Body cameras and dash cameras are used by police departments when responding to complaints, incidents, or enforcement encounters, as stipulated by statute, ordinance, or department policy. May include requests for deletion of videos for events specifically stipulated by department policy that should not have been recorded due to privacy concerns.

LG6.3.6A Non-Evidentiary Recordings

Retention: Retain sixty (60) days.

LG6.3.6B Evidentiary Recordings

Retention: Retain until resolution of the investigation, court proceedings (including appeals) or administrative hearing to which they relate. Thereafter recordings will be maintained and destroyed in accordance with LG6.1.2 (Complaint Report Files).

LG6.3.6C Evidentiary Recordings Used in Internal Affairs or Use of Force Investigations

Retention: Retain seven (7) years.

See Also: LG6.12.8 (Internal Affairs Investigations) and LG6.12.9 (Use of Force Investigations). For recordings pertaining to legal cases, see GRS2.1 (Case Files).

LG6.3.6D Requests for Deletion and Associated Recordings

Retention: Destroy records upon approval of request from department head. Retain requests (approved or denied) three (3) years.

See Also: For recordings pertaining to legal cases, see GRS2.1 (Case Files).

LG6.4 Traffic

LG6.4.1 Summons

Summonses issued for violations relating to the operation, control, or maintenance of a motor vehicle. Also called citations, tags, or tickets.

LG6.4.1A Issued Summonses (Police Record Copy)

Retention: Retain one (1) year after final disposition and audit. In the absence of a final disposition, retain three (3) years.

LG6.4.1B Summons Book Summary Sheets (Department Copy)

Retention: Retain one (1) year.

LG6.4.1C Summons Book Receipts (Stubs)

Retention: Retain one (1) year.

LG6.4.1D Used Summons Books and Spoiled/Voiced Summons

Retention: Retain one (1) year.

LG6.4.2 Transmittal Lists

List of summonses issued. Includes summons number, offenders name, officer's number, date, whether paid or hearing required.

Retention: Retain one (1) year.

LG6.4.3 Notices to Appear

Notification for officers to appear at hearings.

Retention: Retain one (1) year.

LG6.4.4 Parking Citations

Citations for non-moving traffic violations.

Retention: Retain until audit plus one (1) year.

LG6.4.5 Cash Receipts

Office copy of receipts for payments of fines.

Retention: Retain until audit plus one (1) year.

LG6.4.6 Automated Traffic Violation Monitoring System Records

Recordings made by traffic cameras for purposes of enforcement of red-light traffic signals. May include logs created for the purposes of indexing events and documenting access to the recordings.

LG6.4.6A Traffic Camera Recordings/Images That Do Not Identify a Violation

(R.I. Gen. Laws § 31-41.2-8)

Retention: Destroy within ninety (90) days of the date the image was recorded, unless ordered by a court of competent jurisdiction.

Note: Certificate of Records Destruction not required.

LG6.4.6B Traffic Camera Recordings/Images that Identify a Violation

(R.I. Gen. Laws § 31-41.2-8)

Retention: Destroy within one (1) year after the citation is resolved by administrative payment, trial or other final disposition of the citation unless ordered by a court of competent jurisdiction.

LG6.4.6C Annual Report Submitted to the Department of Transportation Pursuant to R.I. Gen. Laws § 31-41.2-9

Retention: Permanent.

See Also: For Automated School Zone Speed Enforcements systems and School Bus Violation Detection Monitoring Systems records, see LG5.6.11 (School Bus Violation Detection Monitoring System Records) and LG5.6.12 (Automated School Zone Speed Enforcement System Records).

LG6.4.7 License Plate Reader Cameras

Automatic license plate readers (ALPRs) are used for the purpose of reading license plate information at various points within a jurisdiction. Data includes contextual evidence (photograph of vehicle, GPS coordinates, timestamp, number of times vehicle seen in last 30 days etc.), May also be used in conjunction with other face and object detection technologies. Records may include but are not limited to requests for data from law enforcement or non-law enforcement; unflagged images and flagged images relating to an ongoing criminal investigation; hot lists or designated browsing inquiries; monthly and

quarterly reports; annual reports; policies of use; audit reports; data sharing agreements and transparency portal (informing on policy and metrics of the system including camera location plus daily updates, provided by vendor). Records may also include a monthly updated public log of use including the following: aggregate number of vehicles of which data is collected; comparison lists of use with other databases; monthly data collected that identifies stolen vehicles or license plates; warrants for arrests or other basis for pursuing owner or operator of vehicles based on an identification generated in accordance with R.I. Gen. Laws § 12-5.3-3(a); locations of active readers; monthly summary of complaints; instances of erroneous identifications by the reader; and lists of current and previous locations of readers including dates.

LG6.4.7A Unflagged Data and Images

Retention: Destroy/erase within thirty (30) days.

Note: Certificate of Records Destruction not required.

LG6.4.7B Flagged Data and Images Relating to an Ongoing Criminal Investigation or Civil Complaint

Retention: Retain until resolution of the investigation, court proceedings (including appeals) or administrative hearing to which they relate. Then maintain in accordance with LG6.1.2 (Complaint Report Files).

LG6.4.7C Law Enforcement and Non-Law Enforcement Requests for Data – Approved/Not Approved

Retention: Retain three (3) years.

LG6.4.7D Public Log of Use – Updated Monthly

Retention: Retain three (3) years.

Note: Copy monthly data as a distinct record before overwriting.

LG6.4.7E “Hot” Lists/Designated Browsing Inquires

E.g., AMBER alerts, stolen vehicles, etc.

Retention: Retain until of no further administrative value but no less than three (3) years.

Note: Update hot lists frequently for accuracy.

LG6.4.7F Monthly and Quarterly Reports

Retention: Retain three (3) years.

LG6.4.7G Transparency Portal - Policy and Metrics of the System Including Camera Location Plus Daily Updates, Provided by Vendor

Retention: Retain until of no future administrative value but no less than three (3) years.

LG6.4.7H Audit Report That Provides Oversight and Review as To Use and Costs of the System, System Access, Flagged and Unflagged Data, And Open Text Field Data

May also include APLRs uses with other surveillance technologies.

Retention: Retain until of no future administrative value but no less than three (3) years.

LG6.4.7I Data Sharing Agreements

Retention: Retain ten (10) years from expiration.

LG6.4.7J Policies Relative to Program Including Operations, Procedures, Access and Monitoring Safeguards

Retention: Permanent.

LG6.4.7K Annual Reports/Statistics

Retention: Permanent.

LG6.5 Animal Control

LG6.5.1 Animal Complaint Files

Animal complaint process and records may be separate from regular complaint report files. Records may include complaint notification and report of action, description of animal and final disposition (return to owner, adoption, destruction), notification to owners under municipal ordinances, certification of ownership and release of animal to the animal control officer.

Retention: Retain three (3) years.

LG6.5.2 Dog Licenses

List of current dog licenses issued by the municipality. Record copy held by municipal clerk.

Retention: Retain two (2) years.

See Also: LG1 (Municipal Clerk Records).

LG6.5.3 Animal Control Section Checklists

Inspection checklist may include vehicle, equipment, kennel/compound, and activities.

Retention: Retain two (2) years.

LG6.5.4 D.E.M./Animal Health Report Logs

Logs recording date, animal identification, receiving and disposition information, name and address, and statistical summaries.

Retention: Retain five (5) years.

LG6.5.5 Animal Adoption Records and Reports

Municipal animal shelters adopt out eligible rescues and compile reports on shelter activities. Records of adoption include applications, contracts or agreements with the potential adopter, photographs of animal, microchip number, physical description (breed, color, identifying marks), medical history including sterilization, rabies and other vaccine history, outcomes (fostered, adopted, or returned). May include monthly adoption reports or other reports as required by state or municipal authorities.

See Also: GRS9.16 (Intern records/volunteers).

Note: Fiscal records such as accounts payable, and receivable are covered under LG2 (Municipal Finance Records).

LG6.5.5A Successful Adoptions

Retention: Cut off at the end of the calendar year and retain three (3) years.

LG6.5.5B Unsuccessful Adoptions

Retention: Cut off at the end of the calendar year and retain two (2) years.

LG6.5.5C Reports [SUPERSEDED]

See Also: For associated retention, see LG6.12.2 (Reports).

LG6.6 Vehicles and Equipment

LG6.6.1 Vehicles Records

Records relating to each vehicle owned by the police department. May include title, registration, inspection, maintenance, checklists, repair, and incident reports.

Retention: Retain one (1) year after disposal of vehicle and completion of audit.

LG6.6.2 Police Vehicle Accident Files

Records relating to accidents which involved police vehicles. May include copies of complaint report files, photographs, diagrams, witness statements, ride along waivers, repair estimates, medical reports, and disposition.

Retention: Retain ten (10) years unless in litigation. Then retain in accordance with GRS2.1 (Case Files).

Note: If minor involved, retain three years after minor reaches the age of eighteen (18) years.

LG6.6.3 Speedometer Calibration Records

May include certification of calibration, routine radar check reports, and certification of accuracy for tuning forks.

Retention: Retain two (2) years.

LG6.6.4 Radar Reports

May include certification of calibration, routine radar check reports, and certification of accuracy for tuning forks.

Retention: Retain two (2) years after equipment disposed of.

LG6.6.5 Borrowed Equipment Agreements

For equipment borrowed may include person's name and address, description of equipment, date and time checked in and out, and signatures of officer and borrower.

Retention: Retain one (1) year.

LG6.7 Detectives/BCI

LG6.7.1 Detectives Log

Daily record logs detectives in/out and reports activity.

Retention: Retain three (3) years.

LG6.7.2 Investigations/Assignments Summary

Records detectives' names and individual assignments. May include old and new cases, caseload, follow-ups, arrests, cases closed.

Retention: Retain three (3) years.

LG6.7.3 Investigation Case Files

Detectives copy of cases under investigation. Contains copies from LG6.1.2 (Complaint Report Files).

Retention: Retain until case closed or until the information is determined to be no longer of value.

LG6.7.4 Arrest Booking Log

Records information on arrested persons which may include date of arrest, name, address, sex, date of birth, offence, complaint report number, arresting officer. May assign arrest booking number and include a section for recording the arrest of persons previously assigned arrest numbers.

Retention: Retain three (3) years after last entry.

LG6.7.5 Arrest Booking Card

Information recorded may include name, arrest booking/BCI number, address, date of birth, sex, occupation, physical description, offence, complaint report and arrest booking numbers, and disposition of case. May act as index to arrest files.

Retention: Purge with related Arrest File LG6.7.9.

LG6.7.6 Finger-Print Cards

Fingerprints of arrested persons.

Retention: Purge with related Arrest File LG6.7.9.

LG6.7.7 Mug Shots

Photographs or slides of arrested persons.

Retention: Purge with related Arrest File LG6.7.9.

LG6.7.8 Mug Shot Index

Acts as index to the photo files. Information may include name, date of birth, race, sex, photo reference and arrest booking number.

Retention: Purge with related Arrest File LG6.7.9.

LG6.7.9 Arrest Files

Cumulative information file for each adult arrested. May include processing reports, cover and face sheet, copies from complaint report files, investigation reports, witness statements, signed Miranda rights, property record, rap sheets, court, process, and disposition documents.

Retention: Retain until person is known dead or presumed dead at age eighty-five (85).

Note: "Any fingerprint, photograph, physical measurements, or other record of identification taken by or under the direction of the attorney general, the superintendent of the state police, the member or members of the police department of any city or town or any other officer authorized by this chapter to take them, of a person under arrest, prior to the final conviction of the person for the offense then charged, shall be destroyed by all offices or departments having the custody or possession within sixty (60) days after there has been an acquittal, dismissal, no true bill, no information, or the person has been otherwise exonerated from the offense with which he or she is charged." (R.I. Gen Laws § 12-1-12(a)(1))
"Destruction or sealing of records" means, and includes, any fingerprint, photograph, physical measurements, or other record of identification, heretofore or hereafter taken by, or under the direction of, the attorney general, the superintendent or his or her designees of state police; the member, or members, of the police department of any city or town; the enforcement division of the department of environmental management; the office of the state fire marshal; the capitol police; a law enforcement agency of the federal government; any agency, department, or bureau of the United States government that has as one of its functions the gathering

of intelligence data; or any other officer authorized by this chapter to take them, of a person under arrest.” (R.I. Gen. Laws § 12-1-12.2(a)(2)) “Any law-enforcement agency, subsequent to the arrest of any person, that determines that such person was wrongfully or incorrectly arrested as a result of mistaken identity or any other reason, or wrongfully fingerprinted, photographed, or otherwise has generated any record of arrest for investigatory purposes and, as a result of such wrongful arrest, no charges have been filed in any court of this state, shall, within sixty (60) days of such determination that the arrest was wrongful or without probable cause, seal all such arrest records and destroy all identifying information and indices of arrest, including, but not limited to, photographs and fingerprints. DNA samples obtained from such person shall be handled in accordance with the provisions of chapter 1.5 of title 12, “DNA detection of sexual and violent offenders” during, and related to, the investigation.” (R.I. Gen. Laws § 12-1-12.2(b)) “Any law-enforcement agency that arrests and reports such arrest to any other law-enforcement agency shall, within sixty (60) days of making the determination that the arrest was wrongful or without probable cause, also notify all other agencies to which it has transmitted such identifying information and including, but not limited to, the state’s bureau of criminal identification (BCI), the National Crime Information Identity Center (NCIC), and/or any other state or federal agency that compiles, retains, or collects any arrest or identifying information of arrestees, that the arrest was wrongful and that any and all records transmitted or generated shall be sealed and/or destroyed as provided herein.” (R.I. Gen. Laws § 12-1-12.2(c))

LG6.7.10 Evidence Journal

Cumulative log of evidence taken into custody. Information recorded may include date, item(s), location/bin, names of complainant and arrested person, complaint report number, disposition, and date.

Retention: Retain three (3) years after final disposition of all entries.

LG6.7.11 Property Record

Individual record of property/evidence taken into custody. May include date, names, addresses, signatures, description, serial numbers,

condition, whether property or evidence, location/bin, complaint report number, comments, and disposition.

Retention: Retain three (3) years after final disposition of property.

LG6.7.12 Evidence Examination Requests

Requests for examination of evidence by FBI or RI State Crime Laboratory. May include names of suspect/victim, offense, complaint report number, description of evidence, examinations requested, and disposition.

Retention: Record copy kept as part of case file. Purge duplicates when evidence disposed of.

LG6.7.13 Confidential Informant Files

Information recorded may include number assigned to informant, informant's and case officer's names, reference to origins of the contact, reports of information supplied by informant, and expenditure/payment records.

Retention: Retain seven (7) years after informant no longer active.

LG6.7.14 NCIC Inquiry Logbook

Records each inquiry to NCIC or other law enforcement databases. May include date, time, name and date of birth, name of requester, authorization, reason, complaint report number, and operator's name/number.

Retention: Retain three (3) years after last entry.

LG6.7.15 Outstanding Warrants

Lists or printouts of outstanding arrest warrants. May include name, date of birth, address, offense code, case number, warrant date, status, charging section.

Retention: Retain until updated, superseded, or of no administrative value.

LG6.7.16 Precious Metals Reports

Buyer/police/State Treasurer multi-part form reporting the sale of precious metals, gems, and jewelry. Includes buyer and seller information and description of goods.

Retention: Retain one (1) year.

LG6.7.17 Stolen Properties List

Received and internally produced lists and printouts of lost, stolen, found, pledged, or pawned property.

Retention: Retain until updated, superseded, or of no administrative value.

LG6.7.18 Sex Offenders Register

Form containing name, date of birth, address, household information, violation, BCI number, and signature. May include copy notice of duty to register and other notifications.

Retention: Retain until person is known dead or presumed dead at age eighty-five (85). For offense adjudicated by juvenile court, destroy records when person attains age twenty-five (25).

LG6.7.19 Drug Asset Seizure and Forfeiture Records

These records document transactions of monies relative to drug asset seizure and forfeiture proceeds and the financing of drug-related law enforcement activities pursuant to R.I. Gen. Laws § 21-28-5.04. Includes reports submitted to the U.S. Justice Department such as equitable sharing agreements, and annual certification reports and annual reports to state General Treasurer, house and senate Judiciary committees and the local governmental body governing the agency. May include logs, bank statements, copies of deposit slips, copies of property record reports, receipts for assets received, copies of purchase orders, copies of declaration of forfeiture from the state Attorney General's office and correspondence.

Note: Funds received by a local law enforcement agency shall be maintained in a separate account by the local agency's city or town treasurer. For retention of these records, consult LG2 (Municipal Finance Records). (R.I. Gen. Laws § 21-28-5.04(ii))

LG6.7.19A Accounting and Related Records Documenting Receipts and Disbursements

Retention: Retain six (6) years after audit.

LG6.7.19B Reports to State and Federal Agencies (Not Annual)

Retention: Retain five (5) years.

LG6.7.19C Annual Report

Retention: Permanent.

LG6.7.20 Expungement Notices

File of court orders including first and final notifications from the court to the municipal police department ordering the expungement of particular arrest files and records. Includes information regarding case number, charges, and disposition of case.

Retention: Destroy with case/arrest files indicated in expungement order.

Note: ""Expungement of records and records of conviction" means the sealing and retention of all records of a conviction and/or probation and the removal from active files of all records and information relating to conviction and/or probation." (R.I. Gen. Laws § 12-1.3-1(2))

LG6.7.21 Unserved Affidavit Arrest Warrants

Records and files created for the application of arrest warrants and submission through the appropriate court. Records include NCIC data summaries or cover sheets, copy of warrant complaints and affidavits, copy of incident reports for misdemeanors and/or felonies, copy of court criminal complaint forms, and incident narratives. Includes arrest warrants relative to extraditions.

See Also: Transfer executed arrest warrants to LG6.7.9 (Arrest Files).

LG6.7.21A Misdemeanor Affidavit Arrest Warrants

Retention: Retain three (3) years if there is no victim in the crime, otherwise see retention below.

LG6.7.21B All Other Affidavits Arrest Warrants

Retention: Retain until recalled or cancelled by the issuing court. If unserved or unexecuted, retain until person is known dead or presumed dead at age eighty-five.

LG6.7.22 Bail Receipts and Lists

This series documents records created for the release of prisoners on bail. Includes receipts of bail and associated lists and reports kept by the department. Includes prisoner names and books information. Receipts include date, name of defendant, name and signature of person providing bail money, amount of bail money and signature for receipt of the bail money.

Retention: Retain three (3) years.

LG6.7.23 DUI Refusals

This series document refusals for chemical test given on suspicion of driving while intoxicated. Records may include copies of arrest reports, copies of summons, and copies of court case summary.

Retention: Retain ten (10) years pursuant to R.I. Gen. Laws § 31-27-2.1(10) and Pub. Laws 24-217 and 24-218. If person re-offends within the five (5) year period, retain all records seven (7) years after final disposition of litigation or ten (10) years after case opens, whichever is later.

See Also: GRS2.1 (Case Files).

LG6.8 Juvenile

LG6.8.1 Juvenile Detention Data Summary

Records information on juveniles detained including identification or reference number, age, race, sex, reason for detention, area where held, dates and times of entering and leaving detention, and final disposition.

Retention: Retain one (1) year.

LG6.8.2 Juvenile Arrest Logs

Records information on juveniles arrested. May include date, name and address, date of birth, age, sex, agency referred to, offense, complaint report number, identification, and arrest numbers.

Retention: Retain three (3) years after last entry.

LG6.8.3 Juvenile Arrest Files

Cumulative information file on each juvenile arrested. May include processing report, cover and face sheet, copies from complaint report files, investigation reports, property records, witness statements, signed Miranda rights, Family Court petitions, court, process, and disposition documents.

Retention: Retain seven (7) years after minor reaches the age of 18. Arrest records of minors charged with the commission of felonies shall be kept as long as the adult arrest files.

Note: Records must be kept separate and apart from adult arrest records. Current practice is to seal records at age eighteen (18).

See Also: LG6.7.9 (Arrest Files).

LG6.8.4 Abused/Neglected Child Notification

Reports from the Division of Child Protective Services of the Department of Children, Youth, and Families of suspected cases of child abuse or neglect. May include cover letter, investigative worker's observations/recommendations, and investigation summary.

Retention: Retain three (3) years after date of final determination by family court or DCYF that abuse/neglect did not occur.

LG6.9 Prosecution

LG6.9.1 Prosecution Case Files

Individual case files prepared for purposes of prosecution. Includes copies from complaint report files, detectives' investigation case files, and arrest files.

Retention: Copy case disposition information to LG6.1.2 (Complaint Report Files) after legal proceedings complete then destroy.

LG6.9.2 Court Calendar

List of court appearances. May include date, judge, defendant's name, case number, offense, whether arraignment, pre-trial, or trial, attorney's name, and disposition.

Retention: Retain one (1) year.

LG6.9.3 Court Disposition Reports

Listing of reported disposition or case status. May include case number and final disposition or statistical report tracking the number and status of cases for a given period.

Retention: Retain three (3) years.

LG6.9.4 Subpoenas

Copies, retained by the department, of subpoenas delivered to individuals. Record notes time, place, and date of delivery of original document. May be used for court appearances.

Retention: Retain seven (7) years.

LG6.10 Licenses and Background Checks

LG6.10.1 Licensed Premises Files

Files on bars, social clubs, and liquor stores within a municipality. May include copies from complaint report files relating to incidents occurring at the premises, arrest/booking reports, court summons, hearing notifications, court decisions relating to alcoholic beverage licenses, suspension orders, memos, and correspondence.

Retention: Retain until obsolete or of no administrative value.

LG6.10.2 Licenses Register

Register giving name, address, date of license, and expiration for licensed premises and persons. May include bowling alleys, victualling houses, peddlers and vendors, junk dealers/gatherers, liquor, taverns, pool, and billiards, and shooting galleries.

Retention: Permanent.

LG6.10.3 Licensing Files

Application information, criminal background checks, or other documentation in connection with a state or local licensing/permit process. Examples include licenses for operating a business, secondhand dealers, hawkers, and peddlers, wrecking and salvage yards, private investigators, to sell or carry firearms, games of chance, and alcoholic beverages.

Retention: If Licensing Authority: Firearms and alcoholic beverages - retain ten years after expiration. All others - retain three years after expiration. If not Licensing Authority: Retain one year.

LG6.10.4 Criminal Background Check Files

Criminal background checks done because of requests from employers or under state or local government requirements. Examples include school, day care, or nursing home employees.

Retention: Retain one (1) year. Destroy fingerprint cards for child-care and educational services to very young children personnel upon conclusion of background check.

LG6.10.5 Applications to Purchase Firearms

Duplicate copy of application to purchase firearms within the state.

Retention: Approved - destroy within 30 days. Denied - retain one year.

LG6.10.6 VIN Inspection Records

Form TR5 used for verifying vehicle identification numbers of vehicles purchased out of state. The Division of Motor Vehicles retains original completed copy once owner registers vehicle.

Retention: Retain municipal police department duplicate copy one (1) year.

LG6.11 Holding Facility

LG6.11.1 Prisoners Personal Property Records

Records personal property of each prisoner.

Retention: Retain three (3) years.

LG6.11.2 Meal Records/Food Receipts

Records may include order, vendor, receipt, and purchase information.

Retention: Retain audit plus one (1) year.

LG6.11.3 Inspection Records

May include schedules/check lists for inspection of security, health, and safety systems such as fire detection and suppression, sanitation, security, and first aid.

Retention: Retain three (3) years.

LG6.11.4 Housekeeping/Maintenance Records

May include schedules/check lists for cleaning or maintenance.

Retention: Retain one (1) year.

LG6.12 Administration

LG6.12.1 Crime Analysis Bulletins

Notification for internal force on crime activity. Reports on crime patterns may be by type of crime, modus operandi, or area, and may include charts, computer printouts, and suspect information.

Retention: Retain one (1) year.

LG6.12.2 Reports

Internally generated reports including, but not limited to, manpower, operations, analysis, crime comparison, inspection, watch, or other statistical and summary reports.

LG6.12.2A Daily and Weekly Reports

Retention: Retain one (1) year.

LG6.12.2B Monthly and Quarterly Reports

Retention: Retain three (3) years.

LG6.12.2C Periodic Reports

Retention: Retain three (3) years.

LG6.12.2D Annual Reports

Retention: Permanent.

LG6.12.3 Uniform Crime Report (UCR)

Monthly count of offenses and stolen and recovered property values sent to the State Police.

Retention: Retain five (5) years.

LG6.12.4 Accreditation Files

Standards, memoranda, goals and objectives, status, and progress reports, copy orders and directives, and other documentation relating to accreditation and review for maintaining accreditation.

Retention: Retain until superseded, updated, or of no administrative value. Purge files as necessary.

LG6.12.5 Directives

Official statements of policy, operating procedure, and standards. May include general or special orders, memoranda, rules, and regulations.

Retention: Permanent - one record copy signed or issued by department or division head.

LG6.12.6 Signature Returns

Sign-off sheets acknowledging receipt by individuals of named documents.

Retention: Retain three (3) years.

LG6.12.7 Certificates of Record Destruction [LEGACY – DUPLICATE]

Certification of Records Destruction forms signed by authorized agency official and submitted to, and signed by, the State Archivist/Public Records Administrator. Certificates authorize the disposal of records listed in this and other applicable schedules. (R.I. Gen. Laws §§ 38-1-10, 38-3-6, and 42-8.1-10)

Retention: Permanent.

See Also: This record series is for information only, see GRS6.8B (Certificates of Records Destruction).

LG6.12.8 Internal Affairs Investigations

Investigations of complaints of alleged officer misconduct. May include reports, correspondence, statements, investigation documentation, findings, and disposition.

LG6.12.8A Complaint Unfounded, Not Sustained

Retention: Retain seven (7) years.

LG6.12.8B Complaint Sustained

Retention: Retain seven (7) years.

LG6.12.9 Use of Force Investigations

Investigations on the application of physical or deadly force. May include copies from complaint report file, inquiry, and findings. Includes prescribed forms filled out for every use-of-force event.

LG6.12.9A Investigations

Retention: Retain seven (7) years unless litigation ensued, then retain in accordance with GRS2.1 (Case Files).

LG6.12.9B Forms Filed and Not Resulting in Investigations

Retention: Retain four (4) years unless litigation ensued, then retain in accordance with GRS2.1 (Case Files).

LG6.12.10 Recruit Files

These files primarily include BCI checks, credit checks, interviews with various parties, reports, notes and supporting documentation relative to background investigations performed for police department applicants.

Retention: Retain three (3) years.

Note: Records may be partially duplicated in the personnel file.

LG6.12.11 Firearms and TASER Qualification Records

Records that document annual qualification/certification for the use of firearms and TASER by police officers. May include liability releases for TASER instruction and TASER user certification checklists and forms.

LG6.12.11A Annual Qualification/Certification Records of Officers

Retention: Retain three (3) years from date of last testing.

LG6.12.11B All Other Records

Retention: Retain three (3) years.

LG6.12.12 Breathalyzer Use Training Records

Records that document annual training for qualification/certification of breathalyzer equipment for use by police officers per R.I. Gen. Laws § 31-27-2(g). Records may include but are not limited to copies of special orders or directives, lists of individuals eligible for recertification and lists of individuals with completed certification.

LG6.12.12A Annual Qualification/Certification Records of Officers

Retention: Retain three (3) years from date of last training.

LG6.12.12B All Other Records

Retention: Retain three (3) years.

Note: Lists of completed certifications indicating hours paid may be duplicated in LG2.6.3 (Rate and Time Records) or LG2.6.1 (Payroll Records).

See Also: SA7.7 (Certified Breathalyzer Operators Lists), which are retained by the Department of State. For official copies of special orders or directives, see LG6.12.5 (Directives).

LG6.12.13 Clothing Vouchers

Members of public safety department (police, fire, rescue) are allotted an annual allowance for uniforms and other necessities. This series relates to records payments and reimbursements. May include, but is not limited to, vouchers, correspondence, accounts payable and accounts receivable.

Retention: Retain seven (7) years.

LG6.12.14 Recruit Trainee Files

The City of Providence Police Department conducts training for police recruits separate from the Municipal Police Training Academy. In 2013 the Providence Police Recruit Training Academy adopted standards and was certified by the R.I. Police Officers Commission on Standards and Training (POST). This series covers all Providence police trainee files and may be used by other municipal police departments that may have trainee files that predate the inception of the Municipal Police Academy (1969). These files include all records relating to student training and certification. Records may include, but are not limited to, photo, recruit fact sheet, recruit information sheet, application for enrollment, written and physical examinations, FBI fingerprint test results, incident reports, copy of graduation certificate from academy and all other information received or generated by the academy relating to a specific student.

Retention: Retain forty (40) years from date of graduation.

LG6.12.15 Training Records

Records that document trainings of police department personnel. Trainings include Active Shooter, Narcan and CPR, Diversity training, Domestic Violence, Baton training, Handcuffing techniques, OC (pepper spray), Active Threat, EVOC Emergency Vehicle Operations Course, Handgun Retention, Hazmat Training, Interdiction and Drug

Investigation, Legal Updates, Mental Health, Stress Management, Vehicle Extractions, and Riot Control. Trainings are done on an annual, biennial, periodic or as needed basis. Records may include lists/roster of attendees, annual certifications and teaching materials.

Note: Copies of qualification records/certifications may reside in Personnel files.

See Also: LG6.12.11 (Firearms and TASER Qualification records) and LG6.12.12 (Breathalyzer Use Training records).

LG6.12.15A Certification Records and Rosters

Retention: Retain three (3) years from date of last testing.

LG6.12.15B Teaching Materials

Retention: Retain until updated, superseded, or obsolete.

LG6.13 Community Relations/Programs

LG6.13.1 Community Service Programs

Files relating to programs within the community or schools undertaken by the department which may relate to crime prevention, safety, drugs, and education. Includes but is not limited to Citizens Police Academy, SIDNE (Simulated Impaired Driving Experience), R.A.D., Autism Registry, camera registration programs, car seat checks, and vacation check requests. Records may include but are not limited to request forms/applications, ride along waivers, and program information.

Retention: Retain until of no administrative value, then review for historical value. Retain ride along waivers three (3) years unless in litigation, then retain in accordance with GRS2.1 (Case Files).

Note: If minor involved, retain three (3) years after minor reaches the age of eighteen (18) years.

See Also: For retention of internship program records, see GRS9.16 (Internship Records). For retention of records relating to police vehicle accidents, see LG6.6.2 (Police Vehicle Accident Files).

LG6.13.2 Community Surveys [SUPERSEDED]

See Also: For associated retention, see GRS5.4 (Surveys/Questionnaires).

LG6.13.3 Grant Files

Records relating to the development of grant proposals to state or federal agencies and the administration of grant awards and programs. Records may include, but are not limited to, grant applications and agreements, studies, notices, technical specification, drawings, plans, bid and contract records, accounting, banking, purchasing, and payroll records, bonds, monitoring and performance reports, expenditure and outlay reports, memoranda, and correspondence.

Note: If any litigation, claim, negotiation, audit, or other action has been started before the expiration of the ten (10) year period, the records must be retained until completion of the action and resolution of all issues which arise from it, or until the end of the ten (10) year period, whichever is later.

Any records related to a contract or liability under seal, or any judgment or decree by a federal or state court, should be retained for twenty years (R.I. Gen. Laws § 9-1-17).

LG6.13.3A Grant Applications and Amendments, Final Performance, Disposition, and Expenditure Reports

Retention: Permanent.

LG6.13.3B Financial and Programmatic Records, Periodic Performance Reports, Supporting Documents, Statistical Records, Other Required and Pertinent Records

Retention: Retain ten (10) years from submission of closeout and final expenditure report or submission of annual financial status report for grants renewed annually.

LG6.13.3C Real Property and Equipment Records

Retention: Retain ten (10) years from the date of disposition, replacement, or transfer of property/equipment.

LG6.13.3D Income Transaction Records (Earning of Income)
After Grant Support Where Required by the Terms of
the Grant

Retention: Retain ten (10) years from the end of
fiscal year in which the income is earned.

LG6.13.3E Unsuccessful Grant Applications

Retention: Retain three (3) years.