

POLICY & PROCEDURE

EVANSVILLE POLICE DEPARTMENT

SUBJECT: RETENTION OF RECORDS

NUMBER: 10.05

SCOPE: All Sworn Personnel

ISSUED: XX/XX/2009

DISTRIBUTION: Policy & Procedure Manual

EFFECTIVE: XX/XX/2009

REFERENCE: Wisconsin Statutes 19.21(4)(a);
19.21(4)(b); Sec. 16.61(7) WI. Stats.

RESCINDS

AMENDS

WILEAG 3RD EDITION

STANDARDS: N/A

INDEX AS: Records Retention

PURPOSE: The purpose of this policy is to establish a retention schedule, as well as destruction procedures, for department records.

This Order consists of the following numbered sections:

I. DEFINITIONS

II. POLICY

III. PROCEDURE

I. DEFINITIONS

- A. Hold: A status ensuring a record may not be destroyed even though the record retention period has concluded.
- B. Indefinite: A term used in records retention schedules to indicate the retention period for certain records cannot be determined and these records must be reviewed periodically to determine whether they can be destroyed.
- C. Record: Information stored on any media that can be retrieved at a later time.

II. POLICY

- A. It is the policy of the Evansville Police Department that official records shall be retained in accordance with provisions established by Wisconsin Statutes.

III. PROCEDURE

A. Management of the Records Retention Program.

1. The Chief of Police and/or his/her designee, shall be responsible for the retention and disposal of records listed in Section C.

B. Legal Considerations

1. Sec. 19.21(4)(b), Wis. Stats., requires the preservation of public records for 7 years, unless a shorter period has been set by statute or by the State Public Records Board.
2. Sec. 19.21(4)(a), Wis. Stats., requires that prior to the destruction of obsolete public records, a minimum of a 60 days notice of such destruction shall be given, in writing, to the Wisconsin State Historical Society. The Historical Society may in some instances waive the required statutory notification.
3. Any public record may be kept and preserved by the use of microfilm or other reproductive device. Any photographic reproduction shall be deemed an original record for all purposes if it meets the applicable standards of Sec. 16.61(7), Wis. Stats. Once reproduced by photographic reproduction, the original document may be destroyed or otherwise disposed of.

C. Records Retention Schedule

TYPE OF RECORD	LOCATION	RETENTION/DISPOSAL SCHEDULE	WI Historic Society Notificati Waived
State of Wisconsin Uniform Traffic Citation	Police Department	Current year plus 7 years	Yes
City of Evansville Municipal Summonses or Citations	Police Department	Current year plus 7 years	Yes
Evansville Police Department Citizen Contact Reports	Police Department	Current year plus 7 years	Yes
State of Wisconsin Motor Vehicle Accident Reports	Police Department	Current year plus 7 years	Yes
Evansville Police Department Employment Applications Packets	Evansville City Personnel Director	Current year plus 1 year	Yes
Evansville Police Department	Police	Indefinite but a minimum of 7 years	Yes

Fingerprint Cards and Mug Shots	Department		
Evansville Police Department Telephone Recordings	Police Department	Current month plus 5 months	Yes
Evansville Police Department Memos, General Orders, Directives	Police Department	Current year plus 5 years	Yes
Evansville Police Department In-car Video Recordings	Police Department	Current month plus 5 months	Yes
Evansville Police Department Interview Recordings. (Audio and/or Video)	Police Department	Current year plus 7 years. Saved on DVD.	Yes
Evansville Police Department Complaints by Citizens	Evansville City Personnel Director	Current year plus 7 years	Yes
Evansville Police Department Offense, Incident, Arrest Case File Reports	Police Department	Current year plus 10 years Saved as PDF files on a DVD.	Yes
Evansville Police Department Parking Citations & Citation Log	Police Department	Current year plus 2 years	Yes
Evansville Police Department Bicycle Registrations	Police Department	Current year plus 2 years	Yes
Evansville Police Department Payroll, time cards, overtime records	Evansville City Personnel Director	Current year plus 7 years	Yes
Evansville Police Department Daily Work Schedules	Police Department	Current year plus 2 years	Yes
Evansville Police Department Training Records	Evansville City Personnel Director	Current year plus 7 years	Yes
Evansville Police Department Master Cash Register Receipt Rolls	Evansville City Clerk	Current year plus 7 years. Maintained by City Clerk.	Yes
Evansville Police Department Evidence Records/Photographs	Police Department	Current year plus 10 years	Yes
Evansville Police Department Employee files	Evansville City Personnel Director	Current year plus 30 Years. Saved by City Personnel Director.	Yes
Evansville Police Department Evidence	Police Department	Current year plus 10 years	Yes
Evansville Police Department property Inventory	Police Department	Current year plus 7 years	Yes
Evansville Police Department	Police	Current year plus 3 years	Yes

Open Records Requests (19.31-19.37)	Department		
Evansville Police Department Purchase orders, receipts, bill payables, squad repair records/bills	Evansville City Clerk	Saved by City clerk.	Yes

D. Exceptions to Retention Schedule

1. Any record for which there is reason to believe litigation may be pending should not be destroyed, regardless of whether the retention period has concluded.
2. Such records should be placed on a hold status until all litigation has concluded.

E. Destruction Procedure

1. At least 60 days prior to the planned destruction of public records, written notification of the destruction should be sent to:

Wisconsin State Historical Society
816 State Street
Madison, WI 53706

No notification is necessary if a waiver has been made.

2. When the period specified in the records retention policy ends, records meeting the criteria for destruction should be destroyed as soon as practical.

APPROVAL SUBJECT TO 10-YEAR
SUNSET. RESUBMITTAL REQUIRED
PRIOR TO August 2019

Scott McElroy
Chief of Police

This Order cancels and supersedes any and all previous Orders and directives relative to the subject matter contained herein.

Initial OX/XX/2009

Peter J. Schell
State Archivist **AUG 28 2009**

Alanta 9/11/2009
Executive Secretary-PRB

STATE OF WISCONSIN
Public Records Board

JIM DOYLE
GOVERNOR

Harold D. Coltharp
Executive Secretary



4622 University Ave., 10A
Madison, WI 53702

Telephone 608 / 266-2770

Date: September 10, 2009

To: Records Officers - *Scott McElroy*

From: Harold Coltharp

A handwritten signature in black ink, appearing to read "H. Coltharp", with a long horizontal stroke extending to the right.

Executive Secretary
Public Records Board

Subject: Record Retention Approval

Enclosed are the signed copies of Records Retention Authorization schedules (RDA's) for your agency that were approved at the August 24th, 2009 Public Records Board meeting. Unless you were otherwise contacted, there were no changes to your schedules and they were approved as submitted.

If you have questions please feel to call me at 608/266-2770.