



**ARIZONA STATE
LIBRARY, ARCHIVES AND PUBLIC RECORDS**
A DIVISION OF THE ARIZONA SECRETARY OF STATE



**General Records Retention Schedule Issued to:
All Public Bodies
Law Enforcement Records**

**Schedule Number:
GS-1031 Rev. 2**

- Authority:** Pursuant to ARS 41-151.12(3), only the Arizona State Library, Archives and Public Records has the authority to set retention periods, including the sole authority to modify, extend or decrease records retention periods. The retention periods listed herein are the required time records must be retained. Records should be promptly and orderly disposed of at the end of their retention period. Keeping records longer than the retention period poses financial, legal, audit and investigative risks to the Agency. These risks need to be considered by State and Local Agencies when there is a compelling need to retain records for a longer period of time than the approved retention period. Records required for ongoing or foreseeable official proceedings such as audits, investigations or lawsuits, must be retained until released from such official proceedings, notwithstanding the instructions of this schedule.
- Archival Value:** Records designated as Permanent on the retention schedule must not be destroyed (ARS 39-101). If it is believed that special circumstances warrant other records to be retained permanently, contact the Arizona State Archives for assistance in determining historical or archival value. All records created prior to 1912 must be retained permanently. This retention schedule does not authorize the transfer of records to any repository other than the Arizona State Archives (ARS 41-151.09).
- Disposition:** This schedule is used in conjunction with the Certificate of Records Destruction. All records disposed under this schedule must be reported on the Certificate of Records Destruction, unless transferred to the Arizona State Archives.
- Format:** Retention periods listed on this schedule apply to all records regardless of physical form or characteristics. Records, regardless of format (including electronic, paper, microfilm, etc.) not listed in this schedule or on the approved General Retention Schedule, are not authorized to be destroyed.
- Copies:** Additional copies created for convenience or reference purposes should not be retained longer than the record copy listed in this schedule. Copies do not need to be reported on the Certificate of Records Destruction when they are disposed.
- Supersedence:** **This schedule supersedes General Schedule GS 1031 Revision 1, dated March 21, 2016.**

Records Analyst, Secretary of State: Richard Carroll	State Records Management Officer, Arizona State Archives & Records Management Center: Dr. Ted Hale
<i>Records Series Electronically Approved in RSM Database</i>	<i>Records Series Electronically Approved in RSM Database</i>
Assistant Director of Archives: Dennis Preisler, Ph.D.	Records Management Officer:
<i>Records Series Electronically Approved in RSM Database</i>	Records series approval on file

RECORDS MANAGEMENT CENTER

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Record Series Number	Record Series Title	Retention Period	Retention Remark	Legal Citation(s)	Approval Date
20829	Accreditation / Standards Records Includes standards from law enforcement professional organizations such as the Commission on Accreditation for Law Enforcement Agencies (CALEA).		After superseded or obsolete.		9/28/2017
20821	Arizona Criminal Justice Information System (ACJIS) Records - Not Attached to Case Records Arizona Crime Information Center (ACIC)/National Crime Information Center (NCIC) records including entries, clears, cancellations and hit notifications for license plates, vehicles, articles, guns, boats, vehicle parts, securities, missing persons and other related records.	30 Days	After creation of record.		9/28/2017
20836	Booking / Jail / Detention Facility Records - Adult / Juvenile - Held with Departmental Report Adult/Juvenile Records may include arrest records, juvenile referrals, mug shot photos and other related records.		Filed with Crime Report and Investigation Records.		9/28/2017
20837	Booking / Jail / Detention Facility Records - Adult - Not Held with Departmental Report Adult/Juvenile Records may include arrest records, juvenile referrals, mug shot photos and other related records.	10 Years	After date of last contact.		9/28/2017
20838	Booking / Jail / Detention Facility Records - Juvenile - Not Held with Departmental Report Adult/Juvenile Records may include arrest records, juvenile referrals, mug shot photos and other related records.	Until juvenile's 18th birthday	Retention begins on date of referral or arrest.		9/28/2017

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20817	Civil Citation Records May include voided/damaged original citations, parking citations and equipment repair orders/warnings for violations, and other related records.	30 Days	Retention begins on record creation date.		9/29/2017
20830	Communications Records May include 9-1-1 recordings, 9-1-1 Automatic Telephone Number Identification (ATNI)/Automatic Location Identification (ALI) Records, Computer Aided Dispatch (CAD) Records, Radio Frequency Permits, Vehicle-to-Vehicle CAD, Calls-for-Service and other related records.	30 Days	After recorded.		10/2/2017
20833	Community Program Records - All Other Records May include Block Watch/Woods Watch, Volunteer Information, Citizens' Police Academy, Victim Support Services, Bicycle Registration, and other related records.	30 Days	After calendar year created.		10/2/2017
20832	Community Program Records - Renewable or Time Limited Records May include Block Watch/Woods Watch, Volunteer Information, Citizens' Police Academy, Victim Support Services, Bicycle Registration, and Other Related Records.	30 Days	After calendar year superseded or obsolete.		10/2/2017
20842	Crime Laboratory Records Records may include crime lab reports not associated with a case. QAS Records.	99 Years	After created or received.		10/2/2017

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20841	Crime Logs May include various logs such as arrest/prisoner, citation, evidence, key control, storage room, narcotic room entry/authorization, evidence room visitors, chain of custody, and logs of other related records.	1 Year	After calendar year created.		10/2/2017
20807	Crime Reports and Investigation Records - Felonies, Murder, 1st and 2nd Degree Murder, Manslaughter and Negligent Homicide Records Includes an Incident Report (IR) or Departmental Report (DR) and may include supplemental records such as citations, Arizona Crime Information Center (ACIC)/National Crime Information Center (NCIC) records, and other related records.	Permanent	Transfer to State Archives 99 years after calendar year crime report created.		12/11/2017
20808	Crime Reports and Investigation Records - Felonies, Sex Offenses (May Include Sex Offender Registry or Other Sex Offense Related Records) Includes an Incident Report (IR) or Departmental Report (DR) and may include supplemental records such as citations, Arizona Crime Information Center (ACIC),/National Crime Information Center (NCIC) records, and other related records.	109 Years	After calendar year crime report created.		10/2/2017
20809	Crime Reports and Investigation Records - Felonies, and Other Serious Offenses as Defined by ARS 13-706(F)(1) Includes an Incident Report (IR) or Departmental Report (DR) and may include supplemental records such as citations, Arizona Crime Information Center (ACIC)/National Crime Information Center (NCIC) records, and other related records.	99 Years	After calendar year crime report created.		10/2/2017

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20810	Crime Reports and Investigation Records - Felonies, All Other Felonies Includes an Incident Report (IR) or Departmental Report (DR) and may include supplemental records such as citations, Arizona Crime Information Center (ACIC)/National Crime Information Center (NCIC) records, and other related records.	25 Years	After calendar year crime report created.		10/2/2017
20811	Crime Reports and Investigation Records - Misdemeanors Includes an Incident Report (IR) or Departmental Report (DR) and may include supplemental records such as citations, Arizona Crime Information Center (ACIC)/National Crime Information Center (NCIC) records, and other related records.	10 Years	After calendar year crime report created.		10/2/2017
20812	Crime Reports and Investigation Records - Petty Offenses Includes an Incident Report (IR) or Departmental Report (DR) and may include supplemental records such as citations, Arizona Crime Information Center (ACIC)/National Crime Information Center (NCIC) records, and other related records. Defined as any criminal offense in which a fine only may be levied (no jail time)	3 Years	After calendar year crime report created.		10/2/2017
20813	Crime Reports and Investigation Records - Juvenile Referrals Includes an Incident Report (IR) or Departmental Report (DR) and may include supplemental records such as citations, Arizona Crime Information Center (ACIC)/National Crime Information Center (NCIC) records, and other related records.		Retention begins on date of referral or arrest and ends on their 18th birthday.		10/2/2017

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20814	<p>Crime Reports and Investigation Records - Traffic / Watercraft Accident Reports, Property Damage / Injury - Fatalities Not Resulting in Criminal Charges</p> <p>Includes an Incident Report (IR) or Departmental Report (DR) and may include supplemental records such as citations, Arizona Crime Information Center (ACIC)/National Crime Information Center (NCIC) records, and other related records.</p>	10 Years	After calendar year incident report created.		10/2/2017
20815	<p>Crime Reports and Investigation Records - Traffic / Watercraft Accident Reports, Property Damage / Injury, All Other Records</p> <p>Includes an Incident Report (IR) or Departmental Report (DR) and may include supplemental records such as citations, Arizona Crime Information Center (ACIC)/National Crime Information Center (NCIC) records, and other related records.</p>	5 Years	After calendar year incident report created.		10/2/2017
20827	<p>Departmental Records / Logs / Administrative Records</p> <p>May include alarm permits and assessments, crime information bulletins, supervisor inspection records, citizen ride-along records, letters of clearance, pawn transactions, permits such as parade, oversized vehicle and event, code enforcement, property and impound records, impound hearing records, property release forms, chain of custody of evidence records, patrol/duty rosters, briefing information, radar logs, license plate reader (LPR) logs, and other related records.</p>	1 Year	After calendar year created.		10/2/2017
20816	<p>Forfeiture Records</p> <p>Includes seizure/forfeiture records.</p>	10 Years	After calendar year created.		10/2/2017

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20826	Homeland Security Records Includes reports and logs.	10 Years	After calendar year created.		10/2/2017
20835	Investigations and Intelligence Information Records - Not Records About Specific Crimes May Include repeat offender, silent witness, GangNet and gang records, intelligence and confidential informant records, vice, drugs, organized crime records, and other related records.	After reference value has been served and subject to 28 CFR Part 23	Retention begins when record is created.		10/2/2017
53162	Juvenile Pre-Diversion Records May include misdemeanors, police reports, petty offenses, notice of violations, and other supporting documentation.	1 Year	After successful completion of diversion program. If program not completed then file records with appropriate juvenile case record.		10/2/2017

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53160	<p>Law Enforcement Recordings - Evidentiary Recordings</p> <p>These recordings have been determined to have content relevant to an investigation or prosecution. (Law enforcement recordings are audio and video records created by law enforcement for investigative purposes. This definition does not include law enforcement created recordings addressed by other retention schedules.)</p>	<p>Until final disposition of underlying matter. Disposition includes declination of prosecution, dismissal, sentencing, and expiration of statute of limitations.</p>	<p>Retention begins on the date of the recording.</p>		12/18/2017
53161	<p>Law Enforcement Recordings - Non-Evidentiary Recordings</p> <p>All other law enforcement recordings.</p>	<p>185 Days</p>	<p>Retention begins on the date of recording. Note: These recordings may be retained longer at the state or local agency's discretion.</p>		10/2/2017
20823	<p>Miscellaneous Records</p> <p>May include ACJIS Terminal Operator Certifications (TOC), Federal Bureau of Investigation (FBI) audits, missing persons reports not contained in a case report, abandoned vehicles, field investigation (FI) cards, alarm reports, tips and leads, vacation property watch records, teletypes, missing person notices, and other related records.</p>	<p>30 Days</p>	<p>After created.</p>		10/2/2017

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20824	Orders of Protection Service and Tracking Records	2 Years	After served, canceled or expired without being served.		10/2/2017
20839	Other Booking / Jail / Detention Records May include arrest fingerprint cards (office copy, official copy with Department of Public Safety (DPS), prisoner/inmate retention records, prisoner property and jail property records, jail health inspection, and other related records.	30 Days	After date of last contact.		10/2/2017
20831	Permanent Historical Law Enforcement Records May include one-time events with historical value, operations plans, documents, videos, promotions, retirements and proclamations.	Permanent	Preserve pursuant to ARS 39-101. Transfer to State Archives after administrative or reference value has been served. Note: State Archivist reserves the right to make a final determination regarding the historical status of records.	ARS 39-101	12/18/2017
20828	Police Department Strategic Plans	Until superseded or obsolete	Start of retention begins when plan is adopted.		12/11/2017

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53218	Professional Standards / Internal Affairs Records - All Other Records May include critical incident reviews, use of force, weapons deployments, and other related records.	3 Years	After review is completed.		12/21/2017
20834	Professional Standards / Internal Affairs Records - Sustained Finding(s) Resulting in Discipline May include critical incident reviews, use of force, weapons deployments, and other related records.	5 Years	After separation of employee. Trigger begins when discipline is final.		10/2/2017
20840	Service Animal Records Service animal deployment, tracking and medical records.	2 Years	After service animal retired.		10/2/2017
20820	Warrant Records - Warrant Service and Tracking Records	2 Years	After canceled or served.		10/2/2017
20819	Warrant Records - Warrants	Until canceled or served	Retention begins upon receipt of warrant.		10/2/2017