



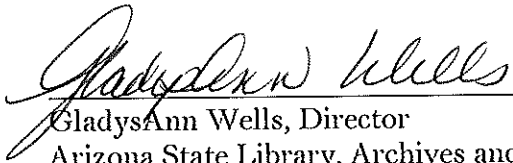
Arizona State Library, Archives and Public Records

General Records Retention Schedule for All Arizona Community Colleges Law Enforcement Records

Schedule Number: 000-10-217

Authorization and Approval

Pursuant to ARS §41-1351, the retention periods listed herein are both the minimum and maximum time records may be kept. Keeping records for a time period other than their approved retention period is illegal. However, records required for ongoing or foreseeable official proceedings such as audits, lawsuits or investigations, must be retained until released from such official proceedings, notwithstanding the instructions of this schedule. If it is believed that special circumstances warrant that records should be kept longer or shorter times than the time period listed in this schedule or that any of these records may be appropriate for transfer to the State Archives, please contact the Records Management Division to inquire about a change to the retention period. Only the Arizona State Library, Archives and Public Records has the authority to extend records retention periods. **Public records, including electronic records, not listed in this schedule are not authorized to be destroyed.**



Gladys Ann Wells, Director
Arizona State Library, Archives and Public Records

Date Approved:

23 Sep 2010

**General Records Retention Schedule for
All Arizona Community Colleges
Law Enforcement Records**

<u>Item #</u>	<u>Records Series</u>	<u>Retention (Yrs.)</u>	<u>Remarks</u>
1.	Crime Reports and Investigations Records		
	a. Serious offences as defined in ARS § 13-706	Permanent	Transfer to State Archives 99 years after initial crime report created
	i. Murder (1 st and 2 nd Degree and manslaughter)		
	ii. All others (including sex crimes)	99	After calendar year initial crime report created
	b. All other class 2 through 6 felonies	25	After calendar year initial crime report created, but no longer than 99 years after created
	c. All misdemeanors	25	After calendar year initial crime report created, but no longer than 99 years after created
	d. Traffic accident reports – property damage / injury	25	After calendar year initial crime report created, but no longer than 99 years after created
	e. Petty offenses	3	After calendar year initial crime report created, but no longer than 99 years after created
2.	Non-Crime Report Records		
	a. Abandoned vehicles	1	After calendar year created, but no longer than 2 years after calendar year created
	b. Field investigations (FI) cards (field interview, interrogation, and other related records)	2	After calendar year created, but no longer than 5 years after calendar year created
	c. All others (including tips and leads data)	2	After calendar year created, but no longer than 5 years after calendar year created
3.	Logs		
	a. Citations	3	After calendar year created
	b. Homeland security	10	After calendar year created
	c. Undercover expenditures	7	After calendar year created
	d. All others	3	After calendar year created, but no longer than 7 years after calendar year created

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4.	Citation Records Not Attached to Case Reports	30 days	After calendar year created, but no longer than 3 years after calendar year created
5.	Property Disposal Reports	2	After calendar year created, but no longer than 99 years after calendar year created
6.	Warrant Records		
	a. Warrants	-	After canceled or served, then returned to court
	b. Warrants service and tracking records	2	After calendar year initial crime report created, but no longer than 99 years after created
7, X.	Other Departmental Reports (including alarm reports, false alarm reports, and warnings (traffic violations and vehicle equipment repair orders))	1	After calendar year created, but no longer than 5 years after calendar year created

Supersedes only items #5, 16, 17, 18, 19, 21 and 27 on the All AZ Community Colleges - Public Safety schedule dated July 12, 2010