



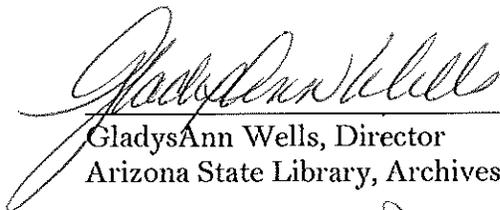
## Arizona State Library, Archives and Public Records

### General Records Retention Schedule for Municipalities Law Enforcement Records

Schedule Number:  
000-10-121

#### 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.**

  
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Gladys Ann Wells, Director  
Arizona State Library, Archives and Public Records  
Date Approved: *12 July 2010*

**Records Retention Schedule for  
Municipalities  
Law Enforcement Records**

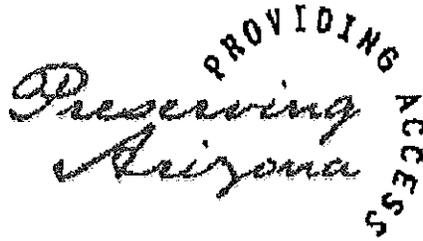
<u>Item #</u>	<u>Records Series</u>	<u>Retention (Yrs.)</u>	<u>Remarks</u>
1.	Crime Reports and Investigations Records a. Serious crimes as defined in ARS § 13-604; death investigations; misuse of public monies; felony falsification of public records; and sex offenses i. Homicide Records	Permanent	Transfer to State Archives 99 years after calendar year initial crime report created
	ii. All others	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	25	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
3.	Logs a. Citations	3	After calendar year created
	b. Homeland security	5	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

**Records Retention Schedule for  
Municipalities  
Law Enforcement Records**

<u>Item #</u>	<u>Records Series</u>	<u>Retention (Yrs.)</u>	<u>Remarks</u>
4.	Citation Records Not Attached to Case Reports	1	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 5 years after calendar year created
6.	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 #1, 2, 3, 4, 5, 10 and 15 on the Municipalities/Police schedule dated April 4, 2002**

GladysAnn Wells, Director   
Arizona State Library, Archives and Public Records



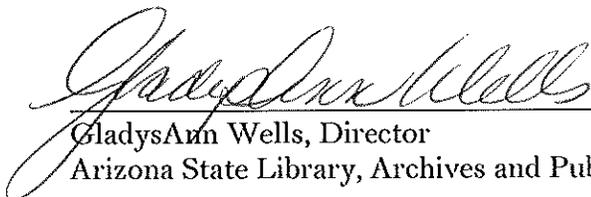
## Arizona State Library, Archives and Public Records

### General Records Retention Schedule for Counties Law Enforcement Records

Schedule Number:  
000-10-122

#### 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.**

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

Date Approved: *12 July 2010*

**Records Retention Schedule for  
Counties  
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 crimes as defined in ARS § 13-604; death investigations; misuse of public monies; felony falsification of public records; and sex offenses i. Homicide Records	Permanent	Transfer to State Archives 99 years after calendar year initial crime report created
	ii. All others	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	25	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
3.	Logs a. Citations	3	After calendar year created
	b. Homeland security	5	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

**Records Retention Schedule for  
Counties  
Law Enforcement Records**

<u>Item #</u>	<u>Records Series</u>	<u>Retention (Yrs.)</u>	<u>Remarks</u>
4.	Citation Records Not Attached to Case Reports	1	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 5 years after calendar year created
6.	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 #1, 2, 3, 4, 5, 10 and 15 on the Counties/Sheriff schedule dated November 5, 2001**