

# City of Henderson Records Retention Schedule

## Police Department

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### **Disposition Information:**

- Unscheduled records can NOT be destroyed. A local governmental entity shall not dispose of any public record except in accordance with a schedule for the retention of such records approved by the State Library and Archives Administrator pursuant to NAC 239.155 Disposal of public record restricted; procedures for proposal and adoption of schedules for retention of public records.
- Unless otherwise specified, a Certificate of Destruction is required to be completed prior to destroying any records regardless of media. See City of Henderson ROP-004 Destruction of Public Records for more information.
- In the event there is any pending litigation, suspend any destruction of records including deletion, overwriting, or any other destruction or alteration of electronic and/or hardcopy information relevant to the dispute until the case is closed and the City Attorney's Office has given approval to proceed.
- Unless otherwise specified, permanent records should be transferred to the City Archives as soon as possible.
- Convenience copies and duplicates must NOT be retained longer than the Record Copy.
- To protect the confidentiality of records of local governments that are declared by law to be confidential, such records must be destroyed in accordance with the applicable schedule by shredding in a manner that ensures the information cannot be reconstructed, by burning if allowed by federal, state and local regulations, or as required by the laws, regulations, established standards, policies and procedures of the State or Federal Government. An electronic record must be destroyed in accordance with the applicable schedule in a manner that ensures the information cannot be retrieved or reconstructed, including, without limitation, overwriting, degaussing, and the physical destruction of the storage media – NAC 239.165 (1) (2) Destruction of confidential records, electronic records and copies of records. Also see, City of Henderson Records Directive No. 9 Confidentiality of Personal Information/Social Security Numbers.

# City of Henderson Records Retention Schedule

## Police Department

### Definitions:

**Business Essential (BE) Record** - A record or record series that is critical to continuing or reestablishing operations during an emergency or after a disaster, or that are necessary to protect rights and interests.

**Convenience Copy** – A copy of a record or series that consists of reference, informational, or copies of other records and are usually kept to be made available for distribution to individuals, departments, boards, commissions, committees, remote locations, etc.

**LRDA** – Local Government Records Disposition Authority control number assigned to a record series by the Nevada State Library and Archives. The Local Government Records Retention Schedules can be found here: [http://nsla.nv.gov/Records/Local/Local\\_Main/](http://nsla.nv.gov/Records/Local/Local_Main/)

**Record** - Information that is created or received pursuant to a law or ordinance, or in connection with the transaction of the official business of any office or department of a local governmental entity, including, without limitation, all documents, papers, letters, unpublished books, maps, charts, blueprints, drawings, photographs, films, computer printouts, newspapers received pursuant to NRS 247.070, artifacts entered as exhibits in any proceeding in any court, information stored on a magnetic tape, computer, laser disc or optical disc, or on material which is capable of being read by a machine, including microforms and audio and visual materials, and any other evidence, including all copies thereof. NAC 239.101 “Record of a local government” defined.

**Approved by Records Committee: 09/24/19**

**Approved by State Archivist: 02/04/20**

## City of Henderson Records Retention Schedule Police Department

General		
Record Series/Description	Filing Method	Retention/Disposition
<b>After Activity/Action Report</b> Report generated after a high-level or sensitive event to document information related to the event.	By Division by date of event/incident	Three (3) years after completion unless case pending.
<b>Automated License Plate Reader Information</b> File includes color photo of the car, infrared photo of the license plate, date/time of picture, GPS coordinates of where the picture was taken, the laptop that was used when the picture was taken, and the name of the officer logged into the laptop at the time of photo.	ALPR server	Five* (5) calendar years from the calendar year to which the data pertains. Data/photos used as evidence in criminal or civil action should be removed from the device/system and filed with the applicable case file.  <b>LRDA:</b> 20121883 Automated License Plate Reader/Recognition (ALPR) Records *State recommended retention is one calendar year.
<b>Automated Vehicle Locator Records (Police Vehicles)</b> Police vehicle GPS data collected from the Premier Mobile Data Communication (PMDC) clients and relayed to the Computer Aided Dispatch (CAD) system.	Electronically by date and vehicle ID	Seven* (7) calendar years after the calendar year in which data is collected or generated.  <b>LRDA:</b> 20101775 Fleet GPS Monitoring Reports *State recommended retention is one calendar year.
<b>Background Investigations for Police Department Employment Candidates</b> (not hired) –Job histories, school information, and other documentation created or received describing employee fact and/or character history.	Copy of record is maintained in IA Pro	Ten* (10) years from date of investigation.  <b>LRDA:</b> 20141893 Background Investigations (Internal) *State recommended retention is three calendar years from the date investigation is completed.
<b>Case Notes (Non-Record)</b> Notes written at time of incident that will later be used to compile/create official record/report.	By case name/accused	Destroy once notes are transcribed to appropriate record (DR).  No Certificate of Destruction is needed.

## City of Henderson Records Retention Schedule Police Department

General		
Record Series/Description	Filing Method	Retention/Disposition
<b>Employee Disciplinary Actions</b> Records noting disciplinary actions.	By employee name	Thirty* (30) years after end of calendar year of separation or termination of employment. [See also Internal Affairs]  <b>LRDA:</b> 20070807 Peace Officer Disciplinary Action Records *State recommended retention is three calendar years after employee separation.
<b>Liability Release Forms</b> Waivers signed by the public before they can accompany an Emergency Vehicle on routine calls or participate in a Police Department sponsored event.	Chronologically by FY	Three (3) calendar years from the date of the event.  <b>LRDA:</b> 20071672 Risk Management: Liability Release Forms
<b>PMDC (Premier Mobile Data Communications) Logs</b> A collection of all transactions with officers coming through the PMDC switch such as messages, chats, and queries.	Electronically in PMDC database	Retain transmissions used as evidence or subpoenaed until all legal action has been resolved. Retain all other transmissions for ninety (90) days from the date of the log.  <b>LRDA:</b> 20071634 Mobile Data Computer Transmissions
<b>Protective Order Log</b> Log of protective orders served. Contains name of adverse party, protective order number, date received, date served, service address, officer initials and P number.	By date	One (1) calendar year from the date the order was served.  <b>LRDA:</b> 20141889 Protective Order Log
<b>Strategic Planning</b> Includes draft and final business plans, workshop materials, correspondence with consultant, etc., for budget and programs/personnel.	By fiscal year	Three (3) calendar years from the date superseded. Review for historical value and submit closed files to City Archives if appropriate.  <b>LRDA:</b> 20070047 Strategic Plan Files
<b>Subpoena File</b> Subpoena and related information.	By	Refer to Citywide Administration schedule
<b>Visitor Logs</b> Log book containing information about visitors to the police department other than normal customer service requests.	By date	Refer to Citywide Administration Schedule

## City of Henderson Records Retention Schedule Police Department

<b>Animal Control</b>		
<b>Record Series/Description</b>	<b>Filing Method</b>	<b>Retention/Disposition</b>
<b>Animal Citations</b> Citations given to animal custodians for notification of a violation.	Record copy of Citation goes to Municipal Court or PD Records.	Two (2) calendar years from the close of the case, or from the last date of action.  <b>LRDA:</b> 20070146 Violation Notices
<b>Animal Complaint Notices</b> Complaint notices posted or provided to owner by Animal Control.	Office copy (paper) maintained at Animal Control or sent to PD Records if report is drawn.	Two (2) calendar years from the close of the case, or from the last date of action.
<b>Animal Impound and Vaccination Records</b> This record series is used to document all animals received by animal control. This series may contain, but is not limited to, description of animal, source, copy of medical and/or shot records, release information, final disposition and related records.	Chameleon*  Office copy (paper) maintained at Animal Control	Three (3) calendar years from date of issuance.  <b>LRDA:</b> 20070142 Pet Impound Records; 20071380 Rabies Vaccination Records
<b>Animal License Records</b> Information concerning licenses and registration of animals issued in accordance with state law and local ordinance.	Chameleon*	Two (2) years from renewal, denial or expiration of the license.  <b>LRDA:</b> 20071715 Animal Permit and License Records
<b>Animal Permit Records</b> Information concerning permits issued to pet owners, kennel or wildlife exhibit operators, and other persons in accordance with state law and local ordinance.	Office copy maintained at Animal Control	Two (2) years from renewal, denial or expiration of the permit.  <b>LRDA:</b> 20071715 Animal Permit and License Records
<b>Bite Reports - Office Copy</b> May contain lab, medical and quarantine information, and quarantine agreements.	Chameleon* Copy of Record is forwarded to Police Records Bureau if bite results in Departmental Report	Two (2) calendar years from date of report.  <b>LRDA:</b> 20070136 Bite Reports
<b>Crematory Log</b> Log documenting date of burn, length of burn.	By date	Permanent  <b>LRDA:</b> 20070651 Air Pollution: Inventory of Emissions
<b>Daily Use Logs - Sodium Pentobarbital</b> Records related to the use, storage and disposition of sodium pentobarbital.	Maintained by each euthanasia technician and turned in to Sr. Animal Control Officer	Four (4) calendar years from date of the record.  <b>LRDA:</b> 20070144 Records Relating to the Use, Storage, and Disposition of Sodium Pentobarbital



## City of Henderson Records Retention Schedule Police Department

<b>Animal Control</b>		
<b>Record Series/Description</b>	<b>Filing Method</b>	<b>Retention/Disposition</b>
<b>Deceased Log</b> Log of animals that have been killed on roadways.	By date	Two (2) calendar years from the year created.  <b>LRDA:</b> 20071558 Activity Reports
<b>Medical Records</b> Medical records of animals. Also includes Police K-9 records.	By date	Four (4) calendar years from date of last service.  <b>LRDA:</b> 20071452 Medical Records, Animal Control
<b>Microchip Records</b> Implantation of permanent identification in the animals.	Original registration mailed to Microchip vendor that maintains database.	Maintain as long as useful. Copy of record is maintained by microchip vendor.

\*Chameleon is a software application owned and maintain by the City of Las Vegas; Henderson utilizes this system to maintain several Animal Control records.

## City of Henderson Records Retention Schedule Police Department

<b>Communications</b>		
<b>Record Series/Description</b>	<b>Filing Method</b>	<b>Retention/Disposition</b>
<b>Access Card Records for all Police Buildings</b> Contains information on who has accessed specific areas of the building(s).	Logged by username, ID number, access point, and date of access.	Three (3) calendar years from the end of the calendar year to which they pertain.  <b>LRDA:</b> 20071279 Property Management: Security Records
<b>Activity Report</b> Identifies who worked when.	InTime application, by pay period	Retain activity, statistical, and special reports (not scheduled elsewhere in this section) for seven* (7) calendar years from the year created, these reports can be printed or maintained on a computer system that allows for the retrieval and reproduction of the information.  <b>LRDA:</b> 20070786 Department Reports *State required retention is two calendar years
<b>Audio Duplication Request</b> Form and Log to document justification requests for duplicates to be made.	By Date	One (1) year from date of duplication.
<b>Call Details</b> Daily activity reports, Automatic Location Identification (ALI) Report, Automatic Number Identification (ANI), which gathers call information coming through a utility with 911 equipment.	911 System Reporting Tool	Retain dispatch logs or reports for a minimum period of two (2) calendar years from the date of the dispatch.  <b>LRDA:</b> 20161922 Dispatch (Communications) and Emergency Call Records
<b>Computer Aided Dispatch (CAD) Records</b> Database that contains information related to dispatch calls.	CAD Database	Seven (7)* calendar years from date of entry.  <b>LRDA:</b> 20161922 Dispatch (Communications) and Emergency Call Records *State required retention is two calendar years
<b>FCC Station License</b> License for frequencies.	As best suits business needs.	Six (6) calendar years after license expires or is renewed.  <b>LRDA:</b> 20070838 Licenses, FCC: Station
<b>Maps (Duplicates)</b> Maps used by communications to determine origin of call and appropriate dispatch.	As best suits business needs.  Copy of Record is in Community Development.	As long as needed to support business processes. Certificate of Destruction not needed.

**City of Henderson Records Retention Schedule  
Police Department**

<b>Communications</b>		
<b>Record Series/Description</b>	<b>Filing Method</b>	<b>Retention/Disposition</b>
<b>Telephone and Radio Communications</b> Audio Recordings of telephone and radio communications.	RAID Storage by Date	Retain recordings 18* months from date of incident.  <b>LRDA:</b> 20161922 Dispatch (Communications) and Emergency Call Records *State required retention is ninety (90) days
<b>Teletypes</b> Bulletins and announcements of incoming/outgoing notifications.	By Date	Teletypes received not specifically addressed to HPD are reviewed for relevance and shredded. Teletypes received addressed to HPD are reviewed, the appropriate action is taken; the record is maintained for one (1) calendar year. Teletypes related to an active case are forwarded to PD Records and maintained according to Department Reports (DR) retention schedule.

**City of Henderson Records Retention Schedule  
Police Department**

<b>Community Relations</b>		
<b>Record Series/Description</b>	<b>Filing Method</b>	<b>Retention/Disposition</b>
<b>Community Awareness/ Education Event Records</b> Programs like Dare Day, National Night Out, Every 15 min, etc. Operation Plans, list of vendors used, event statistic information, participant information if applicable, media releases, etc.	Maintained in Community Policing Unit by event/program name	One (1) year after end of the program or if grant funded, as long as grant requires*; whichever is longer. Review for historical value.  <b>LRDA:</b> 20070803 Community Service Programs *State recommended retention does not include language for grant requirements.

## City of Henderson Records Retention Schedule Police Department

<b>Corrections</b>		
<b>Record Series/Description</b>	<b>Filing Method</b>	<b>Retention/Disposition</b>
<b>Accident/Exposure Reports</b> Reports of accidents or exposure to chemicals pertaining to inmates and staff.	By name of individual exposed  Copy of Record is forwarded to Human Resources	Refer to City-wide Administration Schedule.
<b>Booking Log</b> Notes activities in the booking area such as a Patrol Officer requesting assistance with a combative inmate and what time releases took place.	As best supports business processes	Three* (3) calendar years, add copy to inmates' file or incident/crime report. <b>LRDA:</b> 20070793 Booking/Re-Booking Records, Jails and Stations *State required retention is two (2) calendar years.
<b>Classification Records</b> Contains classification form, copies of requests and grievances, Incident Disciplinary reports, correspondence, request to become an inmate worker, housing assignment, hearing notices/outcomes, inmate kitchen duties and responsibilities.	Maintained electronically in Offender Track	Three (3) years after release.
<b>Commissary and Kitchen Records</b> Documents the routine operations and control of jail commissary, kitchens, and canteens. This series may include, but is not limited to, commissary reports, food logs, meal counts, meal plans, order forms, accounting records, inventory control documents, supply reports, use reports, copies of purchase orders or requisitions, invoices, receipts or vouchers, balance sheets, and similar documents.	Maintained electronically in Canteen	Three* (3) calendar years.  <b>LRDA:</b> 20070825 Jails: Commissary and Kitchen Records *State required retention is until completion of annual audit.
<b>Daily Chemical Inventory</b> Records of chemicals kept in each housing unit.	By date	One (1) fiscal year after resolution of an annual audit.  <b>LRDA:</b> 20070368 Supplies

## City of Henderson Records Retention Schedule Police Department

Corrections		
Record Series/Description	Filing Method	Retention/Disposition
<b>Department Reports</b> Documents individual officer, shift, and other activity reports usually filed on a daily, weekly or monthly basis. Applies to various duties such as dispatch, confinement, investigation, and patrol. Records may include, but are not limited to, various activity reports (officer reports, watch commander logs, office operations reports, reports of alarm responses, etc.), various statistical reports (such as reports tracking the number of arrests, cases worked, citations issued, work cards issued, etc.), various special reports (such as reports of open cases, cases closed, lists of control numbers, incidents by beat, review of offenders, activity at location, etc.), and similar reports and activity indicators.	By type and date	Retain activity, statistical, and special reports (not scheduled elsewhere in the section) for three* (3) calendar years from the year created.  <b>LRDA:</b> 20070786 Department Reports *State required retention is two (2) calendar years from the year created.
<b>Digital Photo Log</b> Lists pictures taken of inmates to identify an injury at time of booking or tattoos for identification purposes. Photos are kept in Inmate File.	As best supports business processes	Three (3) calendar years from final date on log.
<b>Dissemination Log</b> This record series documents the dissemination of an individual's incarceration information. This log must contain an entry showing to what agency or person the records were provided; the date on which the information was provided; the person who is the subject of the information; and a brief description of the information provided.	By Date	One (1) calendar year from the date information was provided.  <b>LRDA:</b> 20070859 Records Dissemination Log
<b>Incident/Disciplinary Reports</b> Reports completed by officers or staff regarding an inmate's behavior or actions.	Date of Incident	Three (3)* calendar years from the date of the incident.  <b>LRDA:</b> 20070827 Jails: Incident Reports *State requirement is two (2) calendar years from the date of incident.
<b>Inmate Abandoned Property Log</b> Identifies abandoned property and documents how it was disposed.	By Year	Three (3) calendar years from the date of the report or log.  <b>LRDA:</b> 20071501 Jails: Inmate Abandoned Property Report or Log

## City of Henderson Records Retention Schedule Police Department

<b>Corrections</b>		
<b>Record Series/Description</b>	<b>Filing Method</b>	<b>Retention/Disposition</b>
<b>Inmate Activity Requests</b> Consists of logs or forms documenting individual inmate request to attend church, educational classes, self-improvement programs, etc.	By inmate name	Three* (3) calendar years from the date of the log or form.  <b>LRDA:</b> 20071500 Jails: Inmate Activity Requests *State requirement is Two (2) calendar years from the date of the log or form.
<b>Inmate File</b> Remand Form, Property Intake Form, Promise to Appear/Own Recognizance Release, Special Observation, Release of Charges, copy of Booking Custody Record (BCR), Detainer, Temporary Release, Bail Receipt, photographs including mug shot, handwriting exemplar, Victim/Witness notification, Blue card, Inmate Movement Card, inmate grievances, consular notifications.	Date of Arrest; Electronic copy maintained in Offender Track	Eighty-five (85) calendar years from the inmates date of release or transfer; or five (5) calendar years from the confirmed death of the individual, whichever is first.  <b>LRDA:</b> 20070828 Jails: Inmate Case Files
<b>Inmate Mail Log</b> Electronic list of mail sent and received by inmates indicating who mail is from and to, and if it is acceptable to give to inmate while incarcerated.	Retained in Offendertrak (Jail Management System)	Two (2) calendar years from the date of the log or report.  <b>LRDA:</b> 20071502 Jails: Inmate Mail Log or Report
<b>Jail Inspection Report</b> This record series documents the inspection of cells, common areas, kitchens and other work areas of jails and detention facilities by the health authority.	By Month	Six (6) calendar years from the date of the report or log.  <b>LRDA:</b> 20071503 Jail Inspection Report or Log
<b>Juvenile Arrest Log</b> Monthly list of juveniles brought into the facility.  <b>Note:</b> No other juvenile records are kept.	By Month	One (1) calendar year after annual audit.
<b>Kitchen Inventory List</b> An inventory of all small utensils and equipment used in the kitchen.	By Date	Three (3) calendar years from the date of the list or after audit whichever is longer.  <b>LRDA:</b> 20071656 Jails: Kitchen Inventory List
<b>Log Books (not scheduled elsewhere)</b> Work area, Housing Unit, Central Control, Key Control, etc.	As best supports business processes	Three (3) calendar years from final date on log.

## City of Henderson Records Retention Schedule Police Department

Corrections		
Record Series/Description	Filing Method	Retention/Disposition
<b>Medical Management Records</b> Documents medical treatment given to inmates. This series may contain, but is not limited to, treatment logs, prescriptions, health questionnaires, laboratory reports, x-ray reports, medical reports from other facilities, and related records. Information may include inmate's name, date of treatment, description of treatment, and related data.	Maintained by Naphcare Health	Six (6) calendar years after date of receipt or production of the record, whichever is later.  <b>LRDA:</b> 20070843 Inmate Medical Records-Adult
<b>Non-Criminal Report</b> A report completed by staff to document medical emergency responses by staff, transports outside of the facility, and different incidents as defined by policy such as Bomb Threats and severe problems.	By Date	Three* (3) calendar years from the date of the incident or until legal action is complete whichever is later.  <b>LRDA:</b> 20070827 Jails: Incident Reports *State retention requirement is two (2) years from the date of the incident or legal action is complete whichever is later.
<b>Pod Log</b> Documents when meals are fed, when inmates are allowed dayroom time and when inmates go to court.	As best supports business processes	Three (3) calendar years from final date on log.
<b>Records of Inmate Funds</b> These records provide an accounting of individual inmate's funds maintained by the jail or detention facility for use of those inmates. Records usually include the inmates name and number, date, and records documenting deposits, withdrawals, purchases and receipts.	Maintained electronically in Canteen	Three* (3) fiscal years after completion of audit.  <b>LRDA:</b> 20070829 Jails: Inmate Funds, Records of *State retention requirement is until completion of annual audit.
<b>Roster of Inmates</b> Roster or population report of the inmates currently incarcerated in a jail or detention facility.	By date	Ninety (90) days after roster is updated.  <b>LRDA:</b> 20070832 Jails: Roster of Inmates
<b>Suicide Threat/Precaution Report</b> Reports completed by officers when an inmate is deemed to be suicidal or has special management needs.	Date of Incident	Three (3) calendar years from the date of the incident.  <b>LRDA:</b> 20071505 Jails: Suicide Threat/Precaution Records
<b>Temperature Chart for Side-by-side Fridge/Freezer and Water</b> A log of the daily temperature of the walk-in fridge/freezers in the kitchen to ensure the correct temperature is being maintained.	Monthly	Three (3) calendar years from final date on log.



**City of Henderson Records Retention Schedule  
Police Department**

<b>Corrections</b>		
<b>Record Series/Description</b>	<b>Filing Method</b>	<b>Retention/Disposition</b>
<b>Use of Force Reports</b> Reports and statements completed by an officer when use of force is necessary for a non-compliant individual.	Date of Incident; electronically in IA Pro	Thirty (30) years after end of calendar year of separation or termination of employment.
<b>Video Recordings</b> This record series consist of video recordings used to maintain surveillance of inmate activities within the jail/detention facility. They contain footage of daily inmate activity, orientation, and disturbance. They may also contain physical building orientation and security practices.	By date	Sixty (60) days from the date of the recording.  <b>LRDA:</b> 20141886 Jails: Video Recordings
<b>Visitation Log</b> A list of those inmates visited by outside individuals and the names of the visitors.	By date	Three* (3) calendar years from the date of last entry in the log.  <b>LRDA:</b> 20070834 Jails: Visitors Log *State retention requirement is one (1) calendar year.

## City of Henderson Records Retention Schedule Police Department

<b>Criminalistics</b>		
<b>Record Series/Description</b>	<b>Filing Method</b>	<b>Retention/Disposition</b>
<b>Criminal Investigative Case File</b> Autopsy Report if homicide, Crime Scene Investigation Reports, Evidence Disposition Sheets, Evidence Impound Report, Lab Analysis Report.	By DR Number Forward to Records upon completion to be maintained with DR	Minimum State retention is for the duration of the statute of limitations on the underlying charge or until ordered destroyed by a court of record.*  For business practices we will retain gross misdemeanors and misdemeanors reports 7 years; felony arrest reports 10 years after close of Henderson Police Department case (not closure of court case); Homicide, Sexual Assault, and Sex Trafficking reports are permanent. Forward to Police Records Bureau as soon as appropriate.  <b>LRDA:</b> 20071731 Incident/Crime Files (Arrest Made) Minimum State retention*
<b>Fingerprint Cards</b> Fingerprint cards.	Electronically in Automated Finger ID System (AFIS) and hard copy by Arrest #/Registered Offender #	Until no longer useful to the agency.  <b>LRDA:</b> 20070815 Fingerprint Cards

## City of Henderson Records Retention Schedule Police Department

<b>Financial Services</b>		
<b>Record Series/Description</b>	<b>Filing Method</b>	<b>Retention/Disposition</b>
<b>Asset Tracking</b> Inventory of fixed assets assigned to the Department.	Electronic system (Asset Panada) and hardcopy spreadsheet,	Refer to City-wide Retention Schedule "Fixed Assets".
<b>Damage to City Property Reports – Office Copy</b> May include reports on City property damage from Risk Management office, related documents and correspondence.	Record Copy: Risk Management	Refer to Finance Retention Schedule, Risk Management "Incident Reports". SET Office copies of Damage Reports are considered duplicate copies.
<b>Grant Records</b> May include grant application, notices to proceed, award letters, records of disbursement of funds, and related documents and correspondence.	As best supports business processes	Refer to City-wide Administration Retention Schedule "Grant Records."
<b>Portable Breath Tester Recalibration</b> This record series documents that the calibration of breath-testing devices used by law enforcement agencies conform to the regulations of the Nevada regulations and may include but are not limited to calibration verification records, monthly accuracy tests, operator certifications, certified forensic analyst of alcohol reports, chronological device testing reports, response to breath testing samples, maintenance and repair reports, various forms, related correspondence and similar records.	Electronic system (Asset Panada) and hardcopy retained in SET Office.	Six (6) calendar years from the date of calibration.  <b>LRDA:</b> 20121836 Calibration of Breath-Testing Device Records.
<b>Radar Device Updates</b> This record series documents the maintenance and calibration of radar guns, camera radar, and similar speed-timing devices. This series may contain but is not limited to factory certification of calibration, testing records, inspection records, records of results, maintenance and repair records, date of service or repair, equipment number, make and model, certificates, supporting documents, and similar information.	Hard copy retained in SET Office.	Three (3) calendar years after equipment is no longer in service.  <b>LRDA:</b> 20070855 Speed-Timing Equipment.
<b>Seizure and Task Force Expenditure Records</b> May contain Invoices, Purchase Orders, Purchase Requisitions, etc.	By date	Six (6) fiscal years from the end of the fiscal year to which the records pertain; if equipment is purchased retain for twenty-five (25) years or the life of the equipment, whichever is longer.  <b>LRDA:</b> 20071235 Accounts Payable Files

## City of Henderson Records Retention Schedule Police Department

Internal Affairs		
Record Series/Description	Filing Method	Retention/Disposition
<b>Administrative Investigations</b> May include, but not limited to: Discrepancy Reports, IAB Worksheets, IA Pro Report, Newspaper Clippings, Use of Force form, Discharge of Firearms Report, Dispatch Printouts, Interviews, Statements, Correspondence, Transcripts, Tapes, Interviews and Hearing Reports.	By employee name/case number; electronically in IA Pro  Written disciplinary plans (above suspensions) are forwarded to Human Resources to be included in Personnel File as official record copy.	Thirty* (30) years after end of calendar year of separation or termination of employment.  <b>LRDA:</b> 20070788 Internal Affairs Files *State recommended retention is three calendar years after resolution.
<b>Background Investigations for            Businesses (Applications Only)</b> Background information collected for businesses related to liquor, gaming, burglar alarm installers, astrologers, auctioneers, dating and escort bureaus, hypnotists, locksmiths and safe mechanics, massage establishments and massage therapists, mobile food vendors, outcall entertainers, outcall promoter, pawn broker, auto pawn broker, psychic arts, second hand dealers, sexually oriented businesses and solicitors.	Applicant name	Ten* (10) calendar years from the date of the investigation.  <b>LRDA:</b> 20070839 Licenses, Business Background: Application *State recommended retention is three calendar years from the date of the investigation.
<b>Background Investigations for Police            Department Employees (Hired)</b> –Job histories, school information, and other documentation created or received describing employee fact and/or character history.	Copy of record is maintained in IA Pro	Five* (5) years after employee separation.  <b>LRDA:</b> 20141893 Background Investigations (Internal) *State recommended retention is three calendar years after separation of service.
<b>Compliance Techniques Report            (Use of Force)</b> Reports completed by an officer when use of force is necessary for a non- compliant individual.	Electronically in Blue Team/IA Pro  Written disciplinary plans (letter of reprimand or higher) are forwarded to HR and included in Personnel Files.	Thirty (30) years after end of calendar year of separation or termination of employment.
<b>Drug Tests</b> Records related to the random drug testing of SWAT Members, Narcotics Unit Members, Evidence Custodians, and any unit deemed necessary, such as log books, medical receipts and reports.	By year, employee name; electronically in IA Pro	Thirty (30) years after end of calendar year of separation or termination of employment.

**City of Henderson Records Retention Schedule  
Police Department**

<b>Internal Affairs</b>		
<b>Record Series/Description</b>	<b>Filing Method</b>	<b>Retention/Disposition</b>
<b>Reports of Discharged Weapons</b> Report documenting details of weapon discharge incident.	By employee name; electronically in IA Pro	Thirty* (30) years after end of calendar year of separation or termination of employment.  <b>LRDA:</b> 20070883 Firearm\Weapon Discharge Reports *State recommended retention is three calendar years.
<b>Vehicle Pursuit Reports</b> Report that is completed when a suspect flees and chase is engaged.	By year, employee name; electronically in IA Pro	Thirty (30) years after end of calendar year of separation or termination of employment.

Note: All IA records remain in the custody of the IA Division until disposition.

# City of Henderson Records Retention Schedule Police Department

<b>Investigation Services Division</b>		
<b>Record Series/Description</b>	<b>Filing Method</b>	<b>Retention/Disposition</b>
<b>Confidential Source Packet</b> Confidential information regarding informants or signed documents stating information will be kept confidential.	By informant number  Maintained by Intel Unit.	Thirty* (30) years or three (3) calendar years after informant is no longer active, whichever is longer. These records are confidential.  <b>LRDA:</b> 20071416 Confidential Source Records *State requirement is 3 years.
<b>Pawn Shop Tickets and Record of Tickets</b> Lists of items transacted at Pawn Shops.	Chronologically by date the pawn was made	Three* (3) years from the end of the fiscal year in which the list was created.  <b>LRDA:</b> 20070848 Pawn Shop Records *State recommended retention is one calendar year.
<b>Statement of Expenses</b> Statements of expenses accrued by Originating Unit.	By date  Original (white copy) is maintained by Originating Unit Supervisor, the yellow is maintained as case file (Department Report) if applicable, and the Commanding Chief maintains the pink copy.	Until resolution of annual audit.  <b>LRDA:</b> 20070046 Accounting Files

## City of Henderson Records Retention Schedule Police Department

Office of Professional Standards		
Record Series/Description	Filing Method	Retention/Disposition
<b>Accreditation Files</b> This record series documents compliance with the standards outlined by professional law enforcement agency accreditation programs such as the Commission on Accreditation for Law Enforcement (CALEA) program, P.O.S.T., and similar training programs. This series may include, but is not limited to, accreditation application, annual compliance reports, records documenting rules and regulations, records documenting standard operating procedures, general or special orders, internal reports, forms, correspondence, and other supporting documentation and backup material. This series may also include a formal written assessment statement of the agency's compliance or noncompliance and subsequent follow-up reports.	By year	<b>Retain certificate of accreditation Permanently.</b> Retain other documents and backup material related to the accreditation process for the length of the current accreditation cycle plus an additional one (1) calendar year. If not accredited retain all records for a minimum period of one (1) calendar year from the date of notification of non-accreditation.  <b>LRDA:</b> 20070787 Accreditation Files
<b>Evidence Inventory Reports</b> Reports of evidence inventory including annual and spot checks requested and maintained by the Office of Professional Standards.	By Date	Three (3) calendar years from the date of last inventory.  <b>LRDA:</b> 20071385 Evidence Vault Inspection Report

## City of Henderson Records Retention Schedule Police Department

<b>Patrol</b>		
<b>Record Series/Description</b>	<b>Filing Method</b>	<b>Retention/Disposition</b>
<b>Impound Sheets (Duplicate)</b> Vehicle impound or recovery reports.	Maintained in the Traffic Unit by DR number  Copy of record is forwarded to Police Records Bureau and maintained as a DR.	One (1) year from date of report.
<b>Mobile Audio-Visual Recordings</b> This record series consists of audio-visual recordings of law enforcement field actions. These recordings consist of event, non-event, or test recordings. Event recordings involve footage of a unique or unusual incident or action from which litigation or criminal prosecution is expected or likely to result. Non-event recordings involve footage that does not have value to aid in an investigation or prosecution, such as footage of an incident or encounter that does not lead to an arrest or citation or of the general activities that an officer might perform while in the field such as assisting a motorist, clearing roadways, and similar activities. Test recordings do not document encounters with the public and are usually used for training purposes and as an aid in adherence to departmental policies.	By date	Minimum State retention requires transfer of event recordings to the appropriate record series for the event documented and retain in accordance with the approved schedule for that record series. Retain non-event recordings for a minimum period of fifteen (15) days. Test recordings may be removed from system when no longer administratively useful to agency.  For business practices we will retain gross misdemeanors and misdemeanors reports 7 years; felony arrest reports 10 years after close of Henderson Police Department case (not closure of court case); Homicide, Sexual Assault, and Sex Trafficking reports are permanent.  <b>LRDA:</b> 20071510 Mobile Audio-Visual Recordings *State recommended retention nonevent 15 days; move event recordings to appropriate record series.
<b>Ride Along Waivers</b>		See Liability Release Form/Waiver record series on page 2.
<b>Training Schedules</b> Regimen of training activities completed by Field Training and Evaluation Program.	Once training is complete, file is maintained by applicable Sergeant by name of Employee	Length of employment plus five* (5) calendar years.  <b>LRDA:</b> 20070871 Law Enforcement Training Records *State recommended retention is three calendar years after separation.



**City of Henderson Records Retention Schedule  
Police Department**

<b>Patrol</b>		
<b>Record Series/Description</b>	<b>Filing Method</b>	<b>Retention/Disposition</b>
<b>Traffic Citations</b> Citations issued by law enforcement to drivers violating motor vehicle and traffic laws. May include date, time, location of violation, nature of offense, driver's name, address, occupation, state licensed, license number, vehicle's license number, state, make of vehicle, violation code, citation number, officers name, and signature of person receiving citation.	Maintained electronically	Two (2) calendar years from the date of issuance.  <b>LRDA:</b> 20070877 Traffic Citations
<b>Vehicle Red Tags</b> Duplicate of what is left on vehicle as a warning that the vehicle is noncompliant.	Maintained by Traffic Unit Chronologically	One (1) year from issuance.
<b>Watch Commander Log</b> Log of notable incidents for each shift.	As best supports business activities	Two (2) calendar years; review for historical purposes prior to destruction.  <b>LRDA:</b> 20070786 Department Reports

## City of Henderson Records Retention Schedule Police Department

Evidence		
Record Series/Description	Filing Method	Retention/Disposition
<b>Converted Evidence Files</b> Documents when an item approved for disposition is “converted” to department/city use.	By Date/Division	Three (3) fiscal years from the year to which the file pertains.  <b>LRDA:</b> 20071234 Excess, Lost and Stolen Property Files
<b>Equipment Sign-Out Sheets</b> Sign-out sheets used to document the receipt of equipment issued to an officer.	By Officer Name	Three (3) calendar years after the reassignment, transfer, or disposition of the item.  <b>LRDA:</b> 20070816 Firearms: Registration and Inventory
<b>Evidence Disposition Sheet</b> Documents the disposition of Evidence.	By DR #	Transfer to Records Bureau to be maintained with DR.
<b>Evidence Vault Visitor Log</b> Log of visitors to the Evidence Vault	By Date/Year	One (1) year from date of visit.
<b>Inventory Control Program Serialized Records</b> Serialized records may include, but are not limited to Hand Guns, Rifles, Shot Guns, Laptop Computers, Radios, Cameras, Cars, and Bullet Proof Vests. This record series consists of registration and inventory of firearms, weapons, and other equipment of law enforcement agencies, information on individual weapon is assigned to, records documenting equipment signed out, records documenting reassignment or transfer of equipment, records documenting disposition, forms, lists, correspondence, and similar documents.	By Item in Equipment Management Database	Weapon: Permanent* Non-Weapon: Three (3) calendar years after the reassignment, transfer, or disposition of the item.  <b>LRDA:</b> 20070816 Firearms: Registration and Inventory *State recommended retention is three calendar years.
<b>Lost, Stolen or Damaged Item Report</b> Form completed when a piece of equipment is lost, stolen, or damaged while in the possession of an officer.	By Item and Date	Three (3) calendar years after equipment is no longer in service.

## City of Henderson Records Retention Schedule Police Department

<b>Evidence</b>		
<b>Record Series/Description</b>	<b>Filing Method</b>	<b>Retention/Disposition</b>
<b>Mobile Audio-Visual Recordings</b> This record series consists of audio-visual recordings of law enforcement field actions. These recordings consist of event, non-event, or test recordings. Event recordings involve footage of a unique or unusual incident or action from which litigation or criminal prosecution is expected or likely to result. Non-event recordings involve footage that does not have value to aid in an investigation or prosecution, such as footage of an incident or encounter that does not lead to an arrest or citation or of the general activities that an officer might perform while in the field such as assisting a motorist, clearing roadways, and similar activities. Test recordings do not document encounters with the public and are usually used for training purposes and as an aid in adherence to departmental policies.	By date	Minimum State retention requires transfer of event recordings to the appropriate record series for the event documented and retain in accordance with the approved schedule for that record series. Retain non-event recordings for a minimum period of fifteen (15) days. Test recordings may be removed from system when no longer administratively useful to agency.  For business practices we will retain gross misdemeanors and misdemeanors reports 7 years; felony arrest reports 10 years after close of Henderson Police Department case (not closure of court case); Homicide, Sexual Assault, and Sex Trafficking reports are permanent.  <b>LRDA:</b> 20071510 Mobile Audio-Visual Recordings *State recommended retention nonevent 15 days; move event recordings to appropriate record series.
<b>Photographs, Law Enforcement</b>	By DR # in Digital Evidence Storage System (DESS)	Retain this record series for the same retention period as the applicable incident/crime report. Review for historical value.  <b>LRDA:</b> 20071506 Photographs, Law Enforcement
<b>Radar Equipment Certifications</b> Certifications of Radar Equipment.	By Serial Number of Radar Gun	Three (3) calendar years after equipment is no longer in service.  <b>LRDA:</b> 20070855 Speed Timing Equipment

## City of Henderson Records Retention Schedule Police Department

Records		
Record Series/Description	Filing Method	Retention/Disposition
<b>CJIS Access Documentation</b> Fingerprint response by the State and FBI; certifications of individuals trained in the procedures of proper database use and FBI policies.	By name	After annual audit is completed or after the employee is separated, terminated, or retires, and annual audit is completed, whichever is longer.
<b>Citations – Audit Copy (Duplicates)</b> Copy of citations that were issued to the individual cited.	Citation Number  Record copy maintained by Municipal Court.	As long as needed to support business processes. Retention should not exceed two (2) years from issuance of citation and completion of audit. Certificate of Destruction not needed.
<b>Citation Amendments</b> Includes request forms for citation void, dismissal, and/or amendments	Citation Number  Record copy maintained by Municipal Court.	As long as needed to support business processes. Retention should not exceed two (2) years from issuance of citation and completion of audit.
<b>Criminal History Dissemination Log</b> This record series documents the dissemination of an individual's criminal history. This log must contain an entry showing to what agency or person the records of criminal history were provided; the date on which the information was provided; the person who is the subject of the information; and a brief description of the information provided.	By Date	One (1) calendar year from the date information was provided.  <b>LRDA:</b> 20070859 Records Dissemination Log
<b>Departmental Reports</b> Departmental Reports are completed for all incidents that occurred, to document an alleged violation of the law or information reports, including investigations that do not result in arrest. Also includes: Case Files, Teletypes, and Criminal Investigative Files.	By Departmental Report number  Original held in Police Records Bureau.	Minimum State retention is for the duration of the statute of limitations on the underlying charge or until ordered destroyed by a court of record.*  For business practices we will retain gross misdemeanors and misdemeanors reports 7 years; felony arrest reports 10 years after close of Henderson Police Department case (not closure of court case); Homicide, Sexual Assault, and Sex Trafficking reports are permanent.  <b>LRDA:</b> 20071731 Incident/Crime Files (Arrest Made) Minimum State retention for the duration of the statute of limitations on the underlying charge or until ordered destroyed by a court of record.*

## City of Henderson Records Retention Schedule Police Department

Records		
Record Series/Description	Filing Method	Retention/Disposition
<b>Handwriting Exemplars</b> A sample of handwriting of arrested persons and convicted person registrants.  *As of 2014 these are no longer obtained except by special request from an arresting officer, in which case they are maintained in the inmate file.	By name of arrested person	Sex Offenders – <b>Permanent</b> All others - Twenty (20) calendar years after offender is no longer required by law to register, or if the law enforcement agency has certain knowledge that an offender has moved from its jurisdiction, ten (10) calendar years after offender leaves the jurisdiction.  <b>LRDA:</b> 20070861 Records of Convicted Person Registration
<b>ID Card Requests for City Employees</b> ID Badge/Background Request form. This record series documents and administers records associated with employee work cards as required by state law, county or municipal codes. Includes, but is not limited to, a referral or hire slip from the prospective employer, work card application packet, applicant personal information, signed authorization for release of information forms, copy of criminal history, investigative records, applicant fingerprints, applicant photograph, proof of payment of fees, and related documents.	Name and Index Number	Three (3) calendar years from expiration, renewal, or denial, or for the period required by local ordinance or code, whichever is longer.  <b>LRDA:</b> 20070885 Work Permit Cards
<b>NCIC Documents</b> National Crime Information Center Reports. Excludes NCIC Criminal responses.	With Departmental Report  The Copy of Record for these would be held at NCIC.	NCIC entries made by HPD shall be retained in the appropriate DR file and follow DR record series disposition. All NCIC Criminal responses (III printout) should be shredded after use and not maintained in the DR.
<b>NCJIS Documents</b> Nevada Criminal Justice Information System. Excludes NCJIS Criminal responses.	With Departmental Report  The Copy of Record for these would be held at NCJIS.	NCJIS entries made by HPD shall be retained in the appropriate DR file and follow DR record series disposition. All NCJIS Criminal responses (III printout) should be shredded after use and not maintained in the DR.
<b>Number Assignment Log</b> Log used to assign numbers for all transactions in Civil.  <u>Note:</u> these are no longer created; record series to be eliminated upon purging of final records.	By Year	Existing records are kept sixty-five (65) years.
<b>Rap Sheets</b> Records containing information of persons wanted for gross misdemeanors and felony warrants. Required for State and Federal audits.	By Entry Date	Retain until the warrant has been cleared.

## City of Henderson Records Retention Schedule Police Department

Records		
Record Series/Description	Filing Method	Retention/Disposition
<b>Records Sealed Documents</b> Documenting when a judge orders records to be sealed and associated information related to the order.	By Name	Retain the sealed record for the same authorized retention period as the equivalent non-sealed record, unless directed otherwise by a court of record.  <b>LRDA:</b> 20070860 Records Ordered Sealed by a Court
<b>Registration of Convicted Persons</b> Original registration and Change of Address Form.	By Offender's Name	Twenty (20) calendar years after offender is no longer required by law to register, or if the law enforcement agency has certain knowledge that an offender has moved from its jurisdiction, ten (10) calendar years after offender leaves the jurisdiction.  <b>LRDA:</b> 20070861 Records of Convicted Person Registration
<b>Registration of Sex Offenders</b> Original registration and Change of Address Form.	By Offender's Name	The lifetime of the individual (if known) or until presumed dead at age one hundred (100), whichever is sooner. If the law enforcement agency has certain knowledge that an offender has moved from its jurisdiction retain this series for ten (10) calendar years after offender leaves the jurisdiction.  <b>LRDA:</b> 20071685 Sex Offenders and Offenders Convicted of a Crime Against a Child Registration
<b>Retired Law Enforcement Officers ID Approval (HR-218)</b> This series is documents and administers the issuance of concealed weapons permits to retired law enforcement officers. May contain but is not limited to HR-218 information packet, firearms certification form, photographic identification, retirement qualification and waiver form, agency conformation letter, documentation of payment of fees, correspondence and related documents.	By name	Two (2) calendar years from the expiration, renewal, denial, or revocation of the permit.  <b>LRDA:</b> 20121841 Concealed Weapons Permit (Retired Law Enforcement Officers HR-218)

## City of Henderson Records Retention Schedule Police Department

Records		
Record Series/Description	Filing Method	Retention/Disposition
<b>Traffic Collision Reports</b> Documents reports of traffic accidents and the investigation of traffic accidents by law enforcement personnel. This series may contain, but is not limited to, name, address, and license number of driver or drivers involved, narrative reports regarding circumstances, diagramed description of how the accident happened, roadway description, prevailing conditions, damage reports, injury reports, name, and address of witnesses, blood-alcohol analyses, reports of incidents, citations issued (if applicable), copy of report submitted to Department of Motor Vehicles, other various reports, forms, photos, correspondence, and related documents. <b>For Non-investigated (NITC)</b> Includes citations completed by the public when police were not involved.	By date  Forward to Records Bureau upon completion.	Five (5) calendar years from the date of the investigation. Retain records of accidents not investigated by law enforcement for a minimum period of two (2) calendar years from the date accident notification.  <b>LRDA: 20070875 Traffic: Accident/Incident Crime Reports</b>
<b>Uniform Crime Reports (Duplicate)</b> Statistical Reports, Part 1 crimes, Incidents/clear access, Arrest figures/categories.	By Month  Record Copy is maintained by the State of Nevada	One (1) year from date of report. Review for historical value.

**City of Henderson Records Retention Schedule  
Police Department**

<b>Special Programs and Services</b>		
<b>Record Series/ Description</b>	<b>Filing Method</b>	<b>Retention/Disposition</b>
<b>Case Files</b> Case files for offenders in alternative sentencing programs.	By name	Refer to City Attorney Retention Schedule - Case Files: Misdemeanor
<b>Case Files – Inactive Cases</b> Case files that have gone to warrant and defendant has not been located.	By name	Six (6) years after warrant is issued.



# City of Henderson Records Retention Schedule

## Police Department

<b>SWAT / K-9</b>		
<b>Record Series/Description</b>	<b>Filing Method</b>	<b>Retention/Disposition</b>
<b>SWAT Operations</b> Records documenting Special Weapons and Tactics Operations. May include, but not limited to, personal identifying information, data sources, intelligence reports, maps, diagrams, photos, blueprints, etc., access and dissemination log, risk assessments, related correspondence, and similar documents.	Maintained in electronic document management system	Five* (5) years after completion of operation.  <b>LRDA:</b> 20161924 Special Unit/Task Force Activity Records *State recommended retention is three calendar years
<b>K-9 Certification</b> Certification from certifying agency stating the dog has been trained and certified as a police dog.	Maintained in K-9 office in hard copy	Five* (5) years from death or retirement.  <b>LRDA:</b> 20071255 K-9 \ Horse Management Records *State recommended retention is 2 years after the end of animals service.
<b>K-9 Incident File</b> Supplemental Report, Incident Report, Bite Report, Use of Force Form, etc.	Maintained in BlueTeam in accordance with Compliance Techniques Reports	Refer to Compliance Technique Reports on page 14 of this schedule.
<b>K-9 Daily Training Log and Medical Records</b> List of initial training the dog completes daily.	Old records retained electronically in CATS system. Current record stored electronically in BlueDog system.	Five* (5) years from death or retirement.  <b>LRDA:</b> 20071255 K-9 \ Horse Management Records *State recommended retention is 2 years after the end of animals service.
<b>K-9 Unit Training Reports</b> Reports that may contain training descriptions, activities performed, and attendance.	Office copy (paper) maintained at K9 Office.	Three* (3) years from end of training program. If related to the K-9, until death or retirement of dog plus three (3) years.  <b>LRDA:</b> 20071255 K-9 \ Horse Management Records *State recommended retention is 2 years after the end of animals service.

**City of Henderson Records Retention Schedule  
Police Department**

<b>Traffic</b>		
<b>Record Series/Description</b>	<b>Filing Method</b>	<b>Retention/Disposition</b>
<b>Motor Recertifications (Duplicate)</b> Recertifications of motorcycle officers.	Maintained by Traffic Unit by Police number  Copy of record is maintained by Las Vegas Metropolitan Police.	Six (6) months or until superseded.
<b>Traffic Collision Report Backup Material</b> Handwritten notes, pictures, and other information used to compile official reports.	Maintained by Traffic Unit by Departmental Report (DR) number	Five (5) calendar years from the date of the investigation.  <b>LRDA:</b> 20070875 Traffic: Accident/Incident Crime Reports

## City of Henderson Records Retention Schedule Police Department

<b>Training</b>		
<b>Record Series/Description</b>	<b>Filing Method</b>	<b>Retention/Disposition</b>
<b>Class Rosters</b> Records documenting date of class and attendance.	Maintained in Training by class title and date	Three (3) years from date of class.
<b>Citizen Academy Public Outreach</b> Registration information from participants, names of attendees and trainers, training material used, etc.	Maintained in Training by date	One (1) year after completion of academy session.
<b>Lesson Plans</b> Documents describing the course content and training materials/ information that will be used.	By class title	Length of course plus five (5) years after course is ended or material is superseded.
<b>Employee Training File</b> May contain, but not limited to: Training Evaluation Forms, Certificates, Duty Weapon Authorization, Training completed, Weapon Qualifications and academy training prior to joining the Henderson Police Force as well as other employee information.	By employee name	Five* (5) years after transfer, separation, retirement, or termination of employee from Police Department.  <b>LRDA:</b> 20070871 Law Enforcement Training Records *State recommended retention is three years