SECTION	CODE	TITLE & DESCRIPTION	RETENTION PERIOD	CLASSIFICATION	STATUTE
POLICE	POL 00100	ANNUAL REPORTS - POLICE DEPARTMENT	Permanent	Public	
POLICE	POL 00200	AUCTION Records or department copy of contracts.	3	Public	
POLICE	POL 00240	BACKGROUND CHECK Local records check on individual (i.e. employment, adoptions).	30 days	Non Public	
POLICE	POL 00250	BACKGROUND CHECK Second party dissemination log.	3 years	Public	
POLICE	POL 00300	BUREAU OF CRIMINAL APPREHENSION REPORTS Annual reports of local law enforcement activities compiled by BCA and returned to local department. BCA does not maintain copies of these reports.	5 years	Public/Private	MS 13.82, 260B.171
POLICE	POL 00350	CERTIFICATION FOR PEACE OFFICERS FOR STATE AID APPLICATION State form PA-1.	3	Public/Private	MS 13.43
POLICE	POL 00400	DEPARTMENT OF CORRECTIONS - ANNUAL REPORT Printout of all bookings for jurisdiction. Note: pertains to jail agencies only.	5	Public/Private	MS 13.82
POLICE	POL 00410	DIRECTED PATROLS Resident or community requests for patrolling specific areas.	6	Public	MS 13.82, Subd. 3.
POLICE	POL 00420	DUTY ROSTER Officers' logs.	2	Public	MS 13.82
POLICE	POL 00450	EMERGENCY PLAN	Until superseded	Public/Private	MS 13.37
POLICE	POL 00500	FINGERPRINT CARDS Sworn officers and police personnel.	5 after termination or retirement	Private	MS 13.43
POLICE	POL 00510	FINGERPRINT CARDS For janitors or persons accessing secured areas without supervision.	1 after termination	Public/Private	MS 13.43
POLICE	POL 00600	INTERNAL INVESTIGATION Case files & reports.	6	Public/private/ confidential	MS 13.39, 13.43, 13.82

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POLICE	POL 00700	LIABILITY RELEASES For services rendered (I.e. lock outs, ride alongs, etc.)	1	Public	
POLICE	POL 00800	LOG SHEETS Officers.	2	Public/private/ confidential	MS 13.82
POLICE	POL 00910	PAWN SHOP RECORDS Records are kept by Pawn Shop store. The only records the Police Department may keep are the pawn shop requests to check whether an item is stolen, however, record is typically discarded after the check.		Public	
POLICE	POL 01000	POLICE CLEARANCE LETTERS Criminal history on individual within jurisdiction.	3	Public/Private	MS 13.87
POLICE	POL 01100	POLICE DEPARTMENT RELIEF ASSOCIATION RECORDS Actuarial records & planning reports.	Permanent	Public	
POLICE	POL 01200	POLICE DEPARTMENT RELIEF ASSOCIATION RECORDS Financial records.	6	Public/Private	MS 13.43
POLICE	POL 01300	POLICE DEPARTMENT RELIEF ASSOCIATION RECORDS Membership Files.	Permanent	Public/Private	MS 13.43
POLICE	POL 01400	POLICE DEPARTMENT RELIEF ASSOCIATION RECORDS Minutes.	Permanent	Public	
POLICE	POL 01500	PUBLIC ASSISTANCE VOUCHER RECORDS Copies.	1	Private	MS 13.462
POLICE	POL 01600	REQUEST TO INSPECT POLICE REPORT	30 days	Public	
POLICE	POL 01700	STATISTICAL REPORTS Pursuit, bias crime, officer killed or assaulted, supplemental homicide. Original filed with state.	1	Public	
POLICE	POL 01800	ANIMAL CONTROL STATISTICAL REPORTS	1	Public	
POLICE	POL 01900	ANIMAL IMPOUND/RELEASE	1	Public	

SECTION	CODE	TITLE & DESCRIPTION	RETENTION PERIOD	CLASSIFICATION	STATUTE
POLICE	POL 02000	CIVIL DEFENSE FILES	Until superseded	Public	
POLICE	POL 02100	BICYCLE SAFETY Bike patrol, rodeos, etc.	2	Public	
POLICE	POL 02200	WYC Watch Your Car.	1 after participation ceases	Public/private or non-public	MS 13.37
POLICE	POL 02300	D.A.R.E. Drug abuse resistance education program.	1	Public	
POLICE	POL 02350	DANGEROUS DOG LICENSE	2 after deceased	Public/Private	MS 13.37
POLICE	POL 02400	MCGRUFF HOUSE	1 after participation ceases	Public/private or non-public	MS 13.37
POLICE	POL 02500	NEIGHBORHOOD CRIME WATCH	1 after participation ceases	Public/Private or Non-public	MS 13.37
POLICE	POL 02600	OPERATION I.D.	Permanent	Public/Private or Non-public	MS 13.37
POLICE	POL 02700	911 RECORDINGS	31 days per MN Rule 1215.0900 subp. 5	Public/Private	MS 13.82, Subd. 3a.
POLICE	POL 02800	RADIO LOGS Dispatcher.	7	Private	MS 13.82
POLICE	POL 02900	ACCIDENT REPORTS Automobile (State Report) Includes date, time, place of action, vehicles involved, drivers of vehicles, a brief factual reconstruction of events associated with the action, names and addresses of witnesses names and addresses of any victims or casualties and response or report number.	3	Public/Private/ Confidential	MS 13.82, Subd. 3a, 169.09

SECTION	CODE	TITLE & DESCRIPTION	RETENTION PERIOD	CLASSIFICATION	STATUTE
POLICE	POL 03000	ARREST REPORTS Adult/Juvenile: includes date, time, place of action, any resistance encountered, any pursuit engaged, whether any weapons were used, the charge, arrest or search warrants or legal basis for action, the identities of agencies, units within agencies and individual persons taking the action, whether and where the individual is being held in custody or is being incarcerated by the agency, the date, time and legal basis for any transfer of custody and identification of agency or person who received custody, the date, time and legal basis for any release from custody or incarceration, the name, age, sex and last known address of any adult person or the age and sex of any juvenile person cited arrested or incarcerated or otherwise substantially deprived of his liberty, whether the agency employed wiretaps or other eavesdropping techniques, the manner in which the agencies received the information that led to the arrest, and the response or report number.	7	Public/Private	MS 13.82, Subd. 3a, 260B.171
POLICE	POL 03100	BAIL RECEIPTS	7	Public/Private	MS 13.82, Subd. 3a
POLICE	POL 03300	CASE FILES/OFFENSE REPORTS - ADULT Includes individual's name, date of birth, time of occurrence, date and place of action, description of what happened, location, whether any weapons were used, ICR's, statistical data, and other pertinent data.	7; if homicide see POL 03700	Public/Private	MS 13.82, Subd. 3a
POLICE	POL 03400	CASE FILES/OFFENSE REPORTS - JUVENILE JUVENILE: Includes individual's name, date of birth, time of occurrence, and place of action, description of what happened, location, whether any weapons were used, and other pertinent data.	7; if homicide see POL 03700	Non-public/Private/ Confidential	MS 13.82, 260B.171
POLICE	POL 03500	CITATION/TICKETS	3	Public	
POLICE	POL 03600	CRIMINAL RECORD CHECK LOG Log recording criminal history queries via state computer.	3	Public/Private/ Confidential	MS 13.87
POLICE	POL 03700	DEATH INVESTIGATION Any case file or any investigation involving a death.	Permanent	Private	MS 13.82
POLICE	POL 03740	EVIDENCE/PROPERTY LOGS	1 year	Public/Private	MS 13.82
POLICE	POL 03750	EVIDENCE/PROPERTY INVENTORY REPORTS Property which has been found, confiscated, seized, etc.	7	Private	MS 13.82

SECTION	CODE	TITLE & DESCRIPTION	RETENTION PERIOD	CLASSIFICATION	STATUTE
POLICE	POL 03800	FINGERPRINT CARDS Criminal.	7	Confidential while investigation is active; after that Public	MS 13.82 subd 5
POLICE	POL 03820	FORFEITURE FORMS	3		
POLICE	POL 03900	FIREARM APPLICATION/PERMITS Includes application to purchase and a copy of the firearm permit to carry.	6	Private	MS 13.87
POLICE	POL 04000	FIREARM TRANSFER	6	Private	MS 13.87
POLICE	POL 04100	ICR's Initial complaint reports.	7	Public/Private	MS 13.82
POLICE	POL 04200	INTOXILYZER TEST RESULTS Original record maintained by the BCA. Department copy retained in accordance with the item they relate to (I.e. case file or arrest report.)		Public/Private/ Confidential	MS 13.82, Subd. 5
POLICE	POL 04500	MASTER NAME FILE Adult.	7 after last contact	Public/Private/ Confidential	MS 13.82
POLICE	POL 04600	MASTER NAME FILE Juvenile.	7 after last contact	Private	MS 260B.171
POLICE	POL 04700	MUG SHOTS-ADULT	7	Public	
POLICE	POL 04720	MUG SHOTS-JUVENILE	7 or when child reaches 19 (MS 260B.171 subd.5c)	Private	
POLICE	POL 04820	TRAFFIC MONITORING DEVICES Log recording instrument used, locations, description of vehicle (license number, make & model). Logs and certificate of accuracy for devices used for vehicle speed control including but not limited to Radar, Laser or Stalker.	2	Public	MS 13.82
POLICE	POL 04840	REPOSSESSION LOGS	30 days	Private/Non-public	MS 13.82, Subd. 20

SECTION	CODE	TITLE & DESCRIPTION	RETENTION PERIOD	CLASSIFICATION	STATUTE
POLICE	POL 04870	VALIDATION REPORTS (from State) For example, regarding stolen property.	1	Private/Non-public	MS 13.82, Subd. 20
POLICE	POL 04900	VEHICLE IMPOUNDS Abandoned, seized, etc.	7	Public	
POLICE	POL 05200	ADMISSION RELEASE RECORDS	2 after inmate is discharged	Public/Private	MS 13.82
POLICE	POL 05300	FOOD SERVICE RECORDS Jail /lock-up.	1	Public	
POLICE	POL 05400	JAIL REGISTER Log of individuals held at facility.	Permanent	Public/Private	MS 260B.171
POLICE	POL 05500	PRISONER PROPERTY RECEIPTS	2	Public/Private	MS 13.85
POLICE	POL 05600	VIDEO TAPE OF BOOKING	30 days	Private	MS 13.43
POLICE	POL 05700	TRAINING RECORDS FOR EACH OFFICER Examples include first aid, firearm training, advanced driving, crime scene processing, report writing, etc.	5 after termination or retirement	Public/Private	MS 13.43
POLICE	POL 05800	TRAINING REPORT Summary report of each officer's training history. May be filed in officer's personnel file.	5 after termination of retirement	Public/Private	MS 13.43
POLICE	POL 05810	AUDIO & VIDEO RECORDING INVENTORY LOG An inventory of evidentiary audio & video recordings.	Permanent	Public	
POLICE	POL 05820	DICTATED & AUDIO RECORDED REPORTS Audio recordings of officers reports which are subsequently transcribed into written report. All audio tapes will be transcribed and a copy of the transcription will be kept with the case file.	Until transcription is approved	Public/Private/ Confidential	MS 13.82
POLICE	POL 05830	EXTRANEOUS AUDIO & VIDEO RECORDINGS Audio & video recordings which hold no value to the state, city, citizens, police department, officer(s), and/or any other party.	End of daily shift	Public	MS 13.82

SECTION	CODE	TITLE & DESCRIPTION	RETENTION PERIOD	CLASSIFICATION	STATUTE
POLICE	POL 05840	ARREST & CHARGE Audio and video recordings determined to have evidentiary value where suspects have been arrested, issued citations and/or a report has been forwarded to the prosecutor for a charging decision. (All audio tapes will be transcribed and a copy of the transcription will be kept with the case file).	FELONY: 90 days after sentencing or if appeals, after disposition. ALL OTHER: After final case disposition.	Public/Private/ Confidential	MS 13.82, Subd. 10, 260B.171
POLICE	POL 05860	GENERAL CITIZEN CONTACTS Audio & video recordings determined to contain information regarding non-evidentiary police and citizen interaction. EXAMPLE: Includes a situation where an officer is flagged down by a citizen. The officer would activate the microphone due to the uncertainty of what the situation may entail. When the citizen reveals that their car broke down, the officer simply assists by calling a tow truck and clearing the scene. This recording would possess information of no evidentiary or departmental value. EXAMPLE: Another example may occur when a potential witness is interviewed by an investigator. The investigator realizes, after recording the potential witness, that the individual does not have any pertinent information. This would then fall into this retention period. Note: if the potential witness did have valuable information, the recording would fit into one of the categories previously mentioned, based on the level of the crime witnessed.	End of Daily Shift	Public	MS 13.82
POLICE	POL 05870	HOMICIDES Audio & video recordings containing information regarding any homicides.	Permanent	Public/Confidential	MS 13.82
POLICE	POL 05880	INTERNAL INVESTIGATIONS Audio & video recording determined to have evidentiary value in any internal investigations.	6	Public/Private	MS 13.43
POLICE	POL 05900	INTERVIEWS - AUDIO & VIDEO RECORDINGS Determined to have evidentiary value. (All audio tapes will be transcribed and a copy of the transcription will be kept with the case file).	Statute of limitations for corresponding crime	Public/Confidential	MS 13.82
POLICE	POL 05920	USE OF FORCE Audio & video recordings containing information of any incident where force was used and supervisory review is completed according to department policy. EXAMPLE: This may include a situation where an officer does not make an arrest, however does use force in resolving a situation. This could occur when officers assist paramedics in bringing an uncooperative person to the hospital. This is a situation where force may be necessarily used by officers, yet an arrest is not made. If an arrest were made, the recording would be retained under the previously mentioned categories depending on the severity of the charge against the person.	6	Public/Private/ Confidential	MS 13.39, 13.43, 13.82
POLICE	POL 05930	PHOTOGRAPHS Pictures are retained in accordance with the item they relate to in the General Records Retention Schedule (i.e. all pictures and negatives relating to an accident are kept 3 years, pictures relating to an arrest are kept 7 years.)	See note in description	Public/Private	MS 13.